



Department of Administration
Budget and Management Division

Cavalier Johnson
Mayor

Preston Cole
Administration Director

Nik Kovac
Budget and Management Director

February 21, 2024

MEMORANDUM - Revised

TO: Chris Lee, Staff Assistant
Finance and Personnel
Office of the City Clerk

From: Nik Kovac
Budget & Management Director

Subject: Communication from the Department of Administration - Budget and Management Division and various city departments amending the Positions Ordinance to add Temporary Auxiliary Positions

We are requesting the 2024 Position Ordinance be amended to add ten (10) titles with temporary auxiliary positions for the various city departments. These positions will be used as backfill to administer regular city operations while existing staff are utilized to plan, develop, and implement the city's new ERP system. These positions will be funded through the approved capital allocation for the ERP System Replacement and the positions will be eliminated at the end of the capital project.

Please amend the 2024 Positions Ordinance as follows:

Actions Required - Effective March 17, 2024 – Pay Period 07

Dept./Position Title Add

COMPTROLLER
Auxiliary Positions

Accounting Specialist (ERP)	1
City Payroll Specialist (ERP)	1

DEPARTMENT OF ADMINISTRATION
INFORMATION AND TECHNOLOGY MANAGEMENT DIVISION
Auxiliary Positions

Systems Analyst (ERP)	1
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Dept./Position Title Add

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

Auxiliary Positions

Business Systems Analyst (ERP)	1
Purchasing Agent Senior (0.5FTE) (ERP)	1

DEPARTMENT OF PUBLIC WORKS – OPERATIONS DIVISION

FLEET SERVICES SECTION

Auxiliary Positions

Systems Integration Manager (ERP)	1
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DEPARTMENT OF EMPLOYEE RELATIONS

EMPLOYEE BENEFITS DIVISION

Auxiliary Positions

Human Resources Analyst (ERP)	1
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DEPARTMENT OF EMPLOYEE RELATIONS

OPERATIONS DIVISION

Auxiliary Positions

Human Resources Representative (ERP)	1
Human Resources Analyst (ERP)	1
Human Resources Assistant (ERP)	1

Add the following footnote:

(ERP) Position authority will be eliminated at the end of 2025 unless otherwise authorized by the Common Council.

NH:awc

Positions Ordinance\2024\24poa3-REVISED - ERP Implementation.docx