



## Legislation Text

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**File #:** 67602, **Version:** 1

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### **Fiscal Note**

The proposed resolution authorizes the double fill of the SharePoint Administrator Position from November 22, 2021 through the week of February 7<sup>th</sup>, 2022, at an estimated cost of \$32,500, including benefits. This cost will be absorbed in the Information Technology Department's 2021 and 2022 Adopted Operating Budgets.

### **Title**

Authorizing a double-fill of the position of SharePoint Administrator in the Information Technology Department from November 22, 2021 until the week of February 7<sup>th</sup>, 2022, due to the retirement of Ken Moen.

### **Body**

WHEREAS, SharePoint Administrator, Ken Moen, is retiring from City of Madison employment effective the week of February 7<sup>th</sup>, 2022; and

WHEREAS, Mr. Moen's last day of work will be November 22, 2021 and he will be using leave to cover the last 15 weeks of employment through the week of February 7<sup>th</sup>, 2022; and

WHEREAS, the position is critical to the health of the City of Madison SharePoint environment. There is only one SharePoint administrator and the position supports all of the work of staff who utilize SharePoint tools as part of their everyday work. The Sharepoint Administrator is responsible for providing support and management of the City of Madison SharePoint environment. The position is responsible for managing sites and accounts, including site configurations, managing services and scheduled jobs within the SharePoint environment, creating new sites and lists, bandwidth monitoring, managing space, and maintaining backups, and training users on how to use features, and managing governance policies and permissions.

WHEREAS, Information Technology would like to offer the position and have the candidate begin at the beginning of November, and

WHEREAS, the double-fill will exceed thirty (30) days;

NOW, THEREFORE BE IT RESOLVED, that the Information Technology Department is authorized to double fill position #839, Information Technology Specialist 3, SharePoint Administrator, at CG18-RG10 during the anticipated date range of November 22, 2021 through the week of February 7<sup>th</sup>, 2022, which will be Mr. Moen's final date on the payroll.