



Request for City Council Committee Action from the Department of BIS

Date October 11, 2006

To **Paul Ostrow, Chair, Ways and Means Committee**

Subject **Request that the Chief Information Officer be authorized to offer a Step 6 starting salary**

Recommendation **Approve CIO's request for authorization to offer step 6 starting salary to Michael Rohricht, BIS Project Manager**

Prepared by Mark Paulsen, Manager - Administration, 673-3596

Submitted by Karl Kaiser _____, 673-3910
Chief Information Officer

Approved by Steven Bosacker _____
City Coordinator

Permanent Review Committee (PRC) Approval Pending

Policy Review Group (PRG) Not Applicable

Committee Presenter Karl Kaiser

Financial Impact – Supported by CPED and projects

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the ___ Capital Budget or ___ Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: Action is within the plan.
- Other financial impact (Explain):
- Request provided to department's finance contact prior to the Committee Coordinator.

Community Impact (use any categories that apply) – Not Applicable

Background/Supporting Information Attached

Michael Rohricht is the leading candidate to be hired for the position of BIS Project Manager. Mr. Rohricht is a senior project manager with 20 years of experience in the field.

Project Managers support the business plans of departments for information services to meet their business objectives. This position will lead many MPD technology and enterprise projects for the BIS Project Management Office. Filling the position will increase the department's capacity to successfully complete the more than 125 projects that are in process.

Responsibilities of the position include identifying stakeholders, defining scope, gathering requirements, specifying assumptions and constraints, dividing large projects into phases, securing sponsor approval, identifying the project team, creating a work breakdown structure, and estimating resource requirements. The Project Manager also develops subsidiary plans to manage schedule, budget, quality, human resources, communication, process improvement, risk management, procurement, change control, closing and integration.

Activities include holding kickoff and progress meetings, keeping projects progressing according to plan, communicating with stakeholders, coordinating with other in-flight projects and city leaders, preventing problems, assessing risk and managing change control.

Mr. Rohricht has been successfully leading major technology projects at the city as a contractor since this spring. He currently has 10 project initiatives working with the MPD. This work involves ShotSpotter technology, safety camera initiatives, digital handheld technology and wireless initiatives

This request is to offer Mr. Rohricht the project manager position starting at Step 6 (\$77,397). As a senior project manager with more than 20 years experience leading projects, companies and government agencies, he exceeds the minimum qualifications for the position.

There is sufficient project demand to support the funding of this position. The position will be funded by BIS projects through departmental budgets, enterprise capital and grant funding.