



## Emergency Telephone System Board Of DuPage County Memorandum

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**TO:** Chair Schwarze and ETS Board members  
**FROM:** Linda Zerwin, Executive Director  
**DATE:** June 3, 2026  
**SUBJECT:** Open Position Title Change

### **Background:**

ETSB currently has an open position within its Information Technology team. The position was originally posted under the title of Data Analyst (Job Code 2347), which generated a significant number of applicants. However, the majority of candidates did not possess the technical background and skillset required for the role.

### **Summary:**

To better align the position with its intended responsibilities, ETSB worked with County Human Resources to review and revise the job qualifications and requirements associated with the current Data Analyst position. The revisions were made to ensure that the position accurately reflects the technical knowledge, skills, and experience necessary to support the operational and technology needs of the organization.

As part of this review, ETSB determined that the current title of Data Analyst does not adequately represent the scope of duties or the level of technical expertise required. Therefore, ETSB is proposing that the position title be changed to Systems Administrator (Job Code 1494) to better attract qualified candidates whose technical backgrounds and professional experience align with the technical expertise required to support ETSB operations.

Additionally, ETSB met with County Information Technology staff to compare job descriptions and position classifications. The purpose of these discussions was to promote consistency and alignment in the classification of technical positions throughout the County. Following a review of the position's responsibilities, required qualifications, and comparable classifications, both ETSB and County IT agreed that Systems Administrator is the most appropriate title for this position.

### **Budget Impact:**

The Data Analyst and Systems Administrator positions both fall within the pay range of

\$70,417.86 – 93,891.58 – 117,364.20.

This open position is budgeted for an amount of \$82,400.00. With cola, this position would increase to \$84,872 +/- In FY26.

### **Recommendation:**

The Executive Director recommends approval of the reclassification of the current Data Analyst position to ETSB Systems Administrator and authorize the updated job description and qualifications as presented.