



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 31, 2012

Attached is John Stibal's request to fill an upcoming vacant position of Community Housing Specialist in the Department of Development, Community Development Division.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

PMZjfw


cc: Mayor
HR Division
John Stibal
Patrick Schloss
Kristi Johnson

ADM\Vacpos\VACPOSREQ HsngSpec 110512



MEMORANDUM

TO: Paul Ziehler, city Administrative Officer

FROM: John Stibal, Director of Department of Development 

DATE: October 31, 2012

RE: Request to Fill Vacant Position

The Department of Development respectfully requests permission to fill a vacancy in the Development/Community Development department. The position of Community Housing Specialist will be vacated November 15, 2012 when Cynthia Rausch, takes a position with the Public Works Division.

If this position is filled internally, it is my intention to fill any other vacancies that result. I am available to answer any questions relative to the need to fill this position.

cc: Kristi Johnson
Patrick Schloss
Audrey Key

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

This form should be attached to your memorandum to me when requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, I will notify you in writing that the request has been approved and the vacancy can be filled. If there are questions, please call.

1. Position Title: Community Housing Specialist
2. Department/Division: Development / Community Development
3. Vacancy Date: Nov. 15, 2012
4. Vacancy Reason: Job opening in Public Works
5. a. What are the specific work responsibilities of the position? Homeless Sec 8 Housing Voucher and Veterans housing vouchers
5. b. How many other such positions exist in this Department?
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6. What are the reasons why the position must be filled?
This position does training and carries half the workload.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public. 250 existing rent assistance seniors & families would go off the program and about 50 homeless veterans would not even get on the program.
 - b. Service to staff.
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8. What is the fiscal impact related to filling this vacancy? Sec 8 Administration Fees pay all the costs.
9. Remarks/Comments:
Critical position at a critical time.

Signature: John F. Hibal Date: 10-31-12
Title: Director Department of Development