

24.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2011-0169	Request	Introduced
Communication from City Administrative Officer regarding request to fill vacant position of Deputy Registrar of Deeds at the Health Department.		
Introduced: 4/5/2011		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approve and POF*

ACTION
DATE:
APR 05 2011

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak				
		Czaplewski				
X		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
		Reinke	✓			
		Roadt				
		Sengstock				
	X	Vitale	✓			
		Weigel				
TOTAL			5	-		-

SIGNATURE OF COMMITTEE MEMBER

Kurt Kopplin
 Chair _____ Vice-Chair _____ Member _____

COMMON COUNCIL ACTION **APPROVAL** + PLACE ON FILE

ACTION
DATE:
APR 05 2011

MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
		Barczak	✓			
		Czaplewski	✓			
✓		Kopplin	✓			
		Lajsic	✓			
		Narlock	✓			
		Reinke	✓			
		Roadt	✓			
		Sengstock	✓			
	✓	Vitale	✓			
		Weigel	✓			
TOTAL			10	-		-



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

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www.ci.west-allis.wi.us

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: March 31, 2011

Attached is Terry Brandenburg's request to fill the vacant Deputy Registrar of Deeds position at the West Allis Health Department.

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
Terry Brandenburg

ADM\Vacpos\VACPOSREQ HlthDepReg 040511

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

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, 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: Deputy Registrar of Deeds
2. Department/Division: Health
3. Vacancy Date: 3/11/11
4. Vacancy Reason: Retirement

5. a. What are the specific work responsibilities of the position?

This position processes all birth and death certificates of individuals who were born or died in West Allis. Certified copies are available, for a fee, for these individuals or their families. This position also provides clerical support and data entry for a number of programs and activities.

- b. How many other such positions exist in this Department?

None

6. What are the reasons why the position must be filled?

This is a valued and much appreciated service in our community. Individuals and businesses (primarily funeral homes) can easily come to the Health Department and get certified copies of birth and death certificates for use in obtaining passports, meeting federal requirements for employment, closing estates, etc. In lieu of providing this service, individuals would have to go down to the Milwaukee County Courthouse and obtain these legal documents.

A large number of birth and death certificates are generated in West Allis due to the presence of West Allis Memorial Hospital, the Aurora Women's Pavilion, and a large hospice. As a result this service generates a significant amount of revenue, which totaled \$44,395 in 2010.

In addition to performing duties specific to vital records, this position also provides a significant amount of clerical support to the department, including data entry of birth and death data into various departmental data bases for tracking causes of death and birth outcomes, and other clerical duties.

Finally, having the presence of vital birth and death records in our office allows us to track important aspects of patterns of mortality and birth outcomes in the community with data gleaned from these records.

7. What will be the impacts on service functions if the position were not filled?

- a. Service to the public.

The public gains significantly by being able to come to the Health Department, pay no fee for parking, and obtain their needed certificates. The alternative is to require residents to go to the County Courthouse to obtain these certificates.

- b. Service to staff.

This position provides clerical support to the department and this additional work cannot be added to the other 1.7 FTE general clerical positions

8. What is the fiscal impact related to filling this vacancy?

This position is currently budgeted in the 2011 departmental budget. The revenue produced by this position in 2010 totaled \$44,395

9. Remarks/Comments:

Signature:  Date: 3/30/11

Title: Health Commissioner

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