



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: February 2, 2012

Attached is my request to fill, on a part-time basis, the vacant position of Print Shop Technician in the Department of Administration & Finance Purchasing/Central Services 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
Gene Baietto

ADM\Vacpos\VACPOSREQ PrintShopTech 020712

**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: Print Shop Technician
2. Department/Division: Dept. of Administration & Finance, Purchasing/Central Services Division
3. Vacancy Date: December 5, 2011
4. Vacancy Reason: Retirement
5.
 - a. What are the specific work responsibilities of the position?

Run offset presses and related equipment; distribution/processing of mail; scanning of documents and processing of copier jobs.
 - b. How many other such positions exist in this Department?

One (Lead position).
6. What are the reasons why the position must be filled?


To provide needed Print Shop and mail services to all City departments.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.

Delay in distribution of public information.
 - b. Service to staff.

Slower response time to jobs.
8. What is the fiscal impact related to filling this vacancy?

This position pays approximately \$40,000 per year, plus fringe benefits (@\$20,000). With filling this position at half-time, the City will save \$30,000 annually (\$20,000 salary and \$10,000 fringe benefits).
9. Remarks/Comments:

This position was held open for two months to analyze whether this unit could function with one person rather than two. It has been determined that the position is needed only at half time rather than full time in order to meet work demands.

Signature: 

Date: 2/3/12

Title: City Administrative Officer, Clerk/Treasurer