




**Rebecca Grill**  
City Administrator  
City Administration Office  
414.302.8294  
rgrill@westalliswi.gov

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## MEMORANDUM

TO: Administration & Finance Committee  
FROM: Rebecca Grill, City Administrator   
RE: Department Request to Fill Vacant Position  
DATE: January 10, 2018

Attached is Ed Lisinski's request to fill the vacant part-time Neighborhood Services Liaison position in the Department of Building Inspections & Neighborhood Services.

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.

RG:jfw  
cc: Mayor  
HR Dept.  
Ed Lisinski

ADM\Vacpos\VACPOSREQ BINS NSLiaison.011618



Ed Lisinski  
Director  
Department of Building Inspections & Neighborhood Services  
414.302.8400  
[elisinski@westalliswi.gov](mailto:elisinski@westalliswi.gov)

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December 27, 2017

Rebecca Grill  
West Allis City Administrator  
7525 West Greenfield Avenue  
West Allis, WI 53214

Dear Ms. Grill:

I respectfully request that the Administration and Finance Committee give its permission to fill one part time (0.5 FTE) Neighborhood Services Liaison position in the Department of Building Inspection and Neighborhood Services. This position is needed to perform property maintenance inspections for properties in the city as well as other special enforcement projects. This is a budgeted position, and will replace the retiring Neighborhood Services Liaison.

Attached is the "Request to Fill Position" form for the position which provides additional information about this request and this position. I am available to answer any questions you may have about this at any time. Thank you for your consideration.

Sincerely,

Ed Lisinski, P.E.  
Director  
Building Inspections and Neighborhood Services  
7525 W. Greenfield Avenue  
West Allis, WI 53214  
[elisinski@westalliswi.gov](mailto:elisinski@westalliswi.gov)



# Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: Building Inspection & Neighborhood Se Position Title: Neighborhood Services Liaison

Reason for Request:  New Position OR  Replacement to Staff - Date of Vacancy: 12 / 22 / 2017

Person Replaced: Terry Tauschmann

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: \_\_\_\_\_

Funding Source:  Operating  Grant  Other: \_\_\_\_\_

Anticipated Date for Filling Position: 3 / 1 / 2017



Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: \_\_\_\_\_

Why is it necessary that this position be filled? What operational needs does this position fulfill? This position works in Neighborhood Services to fill gaps in coverage from the inspectors. This position takes on special projects, works in special areas, and fills in to keep operations running smoothly.

What will be the impacts on service functions to the public if the position is not filled? If the position is not filled, there will be longer code compliance time from when a complaint is submitted, there will be less compliance overall in the City, and special compliance areas will go uninspected

What will be the impacts on service to city staff if the position is not filled? City staff will be overworked, they will have more work to do when coming back from vacation/training, they will not be able to handle complaints from the citizens or alderpersons as quickly as they would like.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) This direction of this position was discussed at length with the Mayor both during the budget time and again after Terry's retirement. I think the new focus and direction of the position will be a huge benefit to the department and the city.

How has this vacancy/need been covered so far? It will be covered by current staff until filled.

How many other similar positions exist in this department? None



### Requestor Information

Please Print: Ed Lisinski Name Director Title Building Inspection & Neighborh Department

Signature/Date:  12 / 27 / 17

Attached:  Memorandum  Current Position Description

# Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
<b>Employee Name</b>	Vacant	<b>Employer Name</b>	City of West Allis
<b>Job Title</b>	Neighborhood Services Liaison	<b>Work Location</b>	City of West Allis
<b>Department</b>	Building Inspection & Neighborhood Services	<b>Division</b>	Code Enforcement
<b>Full-Time / Part-Time</b>	Part Time	<b>Part-Time (Hrs per Wk)</b>	20
<b>Supervisor Name</b>	Dan Adamczyk	<b>Supervisor Title</b>	Neighborhood Services Supervisor

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

#### Primary Duties

	Frequency	% of Annual Total Time
Inspect residential and commercial properties for compliance with the Property Maintenance Code.	D	40
Provide customer service in the field and the office with a wide variety of individuals ranging from citizens and property/business owners to elected officials and community leaders.	D	10
Provides a general back up for Neighborhood Services Inspectors and Zoning Inspector when they are out of the office, at training or on vacation.	M	10
Inspects properties in special areas of the City or prior to special events in the City.	N	10
Assists Neighborhood Services Inspectors in times of heavy workload	N	10
Provides quicker response to complaints from Mayor or Alderpersons	N	10
Writes letters, notices, orders, or citations to property owners, and appears in court to testify as to the conditions of properties they inspect.	D	10

## SECTION 3

### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Computer, iPad or tablet device, camera, multi-function copier, MS Office Suite (Word, Excel, Outlook),

## SECTION 4

## JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determining if a property is in compliance.	Determine if corrections made will last or are only a short term fix.	Current codes and experience of other inspectors.	Neighborhood Services Supervisor
Inspect a large number of complaints within a limited timeframe	Set priority by importance/life safety.	Based on experience and history of types of violations.	Neighborhood Services Supervisor
Working with other departments	Determine how their problems coincide with ours and what is the best solution for both departments	Communication	Neighborhood Services Supervisor
Abandoned building or vehicle enforcement hazards	Be accompanied by another inspector	Staff	Neighborhood Services Supervisor
Working with complainant and the owner of the property referred to this department by the complainant	Getting both parties to understand that the resolution concluded upon is in compliance with the code.	Codes and regulations in force at the current time	Neighborhood Services Supervisor

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Neighborhood Services and Zoning Inspectors	Daily job duties, working together on compliance issues, sharing information on properties	To ensure we aren't duplicating efforts in our enforcement of properties, scheduling, and prioritizing duties.
Planning and Development	Meeting with department staff to review existing or proposed site, landscaping plans	To understand the plans we are enforcing and to determine what can be modified.
Police Department	Requesting abandoned vehicles be towed	Citizen has not complied with order from this department

Building Inspection Staff	Getting help with compliance on buildings	Sometimes issues will be beyond the capacity of this position in terms of determining compliance with building, electrical, plumbing or fire codes.
City Attorney's Office	Prosecuting offenders to get compliance, attending pre-trial meetings, preparing court testimony.	When residents do not comply with codes, they need to be prosecuted to get compliance.

**SECTION 6**

**SUPERVISION / MANAGEMENT**

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		x	
Hire / Promote Employees		x	
Provide Written/Verbal Warnings		x	
Suspend Employees		x	
Terminate Employees		x	
Prepare Work Schedules For Others		x	
Project Management		x	
Provide Work Direction For Others		x	
Evaluate Performance Of Others		x	
Counsel Employees		x	
Train Employees (As Part Of The Normal Duties Of The Job)		x	
Approve Overtime		x	
Approve Time Off Request For Others		x	
Develop / Implement Policies		x	x
Do you <b>directly</b> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		x	
<b>Job Title</b>	<b># of FTEs</b>		

## SECTION 7

## WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds			X	
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending		X		
Pushing / Pulling / Reaching Above Shoulder		X		
<b>Work Environment</b>				
Indoor/Office Work Environment	N/A	Rarely	Occasionally	Frequently
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)			X	
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X	
Outdoor Weather Conditions				X
Hazardous Fumes or Odors / Toxic Chemicals		X		
Confined Spaces (as identified by OSHA)		X		
Close Proximity to Moving Machinery / Equipment		X		
Bodily Fluids / Communicable Diseases	X			
Working Alongside Moving Traffic on Roads			X	
Electrical Hazards		X		

## SECTION 8

## ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

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**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

SUPERVISOR INFORMATION	
Supervisor Name	Ed Lisinski
Supervisor Title	Director, BINS

**SECTION 10**

Level of Education (Select one with an "X")	Field(s) of Study
Less than High School Education	n/a
<input checked="" type="checkbox"/> High School Education (or Equivalent)	Any
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
Bachelor's Degree	
Master's Degree	
Professional Degree (Law, Medicine, etc.)	
PhD w/ Dissertation	
Other:	

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

**SECTION 11**

TOTAL EXPERIENCE REQUIRED UPON HIRE							
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
x							
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
<b>Property maintenance, residential code inspection, public works, or construction preferred</b>							

**SECTION 12**

**CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB**

List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Driver's License	State	X	

Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):

**SECTION 13**

**SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

JDQ Section	Comment / Clarification / Addition
1	Position may be 20 hours per week for the full year or 40 hours per week for 6 months
2	This position may have essentially the same duties as a Neighborhood Services Inspector at times, but has more flexibility in duties so that they can float around to wherever the biggest need in the department is at the time.

