



Request to Fill Position

Submit this form, a memorandum and current position description via email 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: Development/Community Development Position Title: Administrative Support

Reason for Request: New Position OR

Replacement to Staff - Date of Vacancy: Person Replaced:

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: 20 per week

Funding Source: Operating Grant Other:

Anticipated Date for Filling Position: 1/1/2021

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?

The position will work to address the number calls or inquiries relative to individuals seeking rent assistance, assist the housing team with calling parties from the waiting list, and assist in program eligibility and department communications.

What will be the impacts on service functions to the public if the position is not filled? Currently, two member staff are balancing the needs of over 500 individuals, conducting inspections, recertifications, and calling individuals off the waiting list along with daily inquiries and information being provided. The administrative support position can assist with general inquiries, direct people to services, update databases, and assist participates with material or scheduling inspections.

What will be the impacts on service to city staff if the position is not filled? Staffing for the program is relatively a small department. The managing of over 500 participants by generally two staff members is a taxing process and immensely detailed program with request to federal requirements. Filling the position would benefit office efficiency and strengthen program outcomes (i.e. support, outreach, assistance to participants, etc.)

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Full time supervisor position was eliminated. HUD has requested the West Allis Housing Authority to increase participation, update the waiting list, and develop an FSS program. Eliminating the position would continue to increase the work demand on two staff members that are managing over 250 participants each, along with scheduling inspections, adjustments and calling individuals off the waiting list.

How has this vacancy/need been covered so far? CSC has dealt mainly with many administrative issues. Inquiries remain strong, need for public assistance has increased and program participation is increasing.

How many other similar positions exist in this department? None

Requestor Information

Name: John Stibal Title: Director of Development Department: Development

Signature:

Date: November 24, 2020

Attached: Memorandum Current JDQ