




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

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca N. Grill, City Administrator 
RE: Department Request to Fill Vacant Position
DATE: June 2, 2016

Attached is Kris Moen's request to fill the upcoming position vacancy of Purchasing Clerk II with an Accounting Specialist in the Finance 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.

RNG:jfw
cc: Mayor
HR Dept.
Kris Moen

ADM\Vacpos\VACPOSREQ PurchClk.Finance 060716

From: Kris Moen
Sent: Wednesday, June 01, 2016 1:22 PM
To: Rebecca Grill
Subject: Request to Fill-Sue Wichmann's position

Rebecca,

Attached is the form requesting permission to fill the upcoming vacant position of Purchasing Clerk II with an Accounting Specialist. The primary function of the Purchasing Clerk II position has actually been accounts payable. Filling the position with an Accounting Specialist should result in the hiring of technical staff that will allow for additional overlap in the department to provide needed assistance in general accounting and accounts receivable billing/collections as time allows and changes are made to the accounts payable process in the coming months (more information on that to be provided later but it includes expansion of the P-card program and reducing weekly AP check runs to twice per month). In the interest of time, can you place this request to fill position on the CC agenda for June 7th? A vacant Accounting Specialist position in the Treasurer's Office was also approved to be filled at the 5/17 CC meeting. The goal would be to run one recruitment and hire 2 Accounting Specialists to replace the recent vacancies.

Any questions, please let me know. Thanks!

Kris Moen

Interim Finance Director
City of West Allis, WI
7525 W. Greenfield Ave
West Allis, WI 53214
(414) 302-8251
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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: Finance Position Title: Purchasing Clerk II/Acctg Spec

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 08 / 01 / 20 16

Person Replaced: Sue Wichmann

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: requesting to fill this position in advance of Sue's anticipated retirement in August

Funding Source: Operating Grant Other:

Anticipated Date for Filling Position: 07 / 15 / 20 16

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: Primary responsibility is accounts payable (i.e. processing timely payment for all city purchases of goods and services, contracts etc)

Why is it necessary that this position be filled? What operational needs does this position fulfill? This position is responsible for paying all invoices owed to vendors & contractors by the city. City departments purchase goods and services to carry out their operations...this position pays the bills incurred by departments in that effort.

What will be the impacts on service functions to the public if the position is not filled? Vendors not paid timely will not do business with the city so departments will not be able to get the goods and services needed to run their operations resulting in reduced service to the public

What will be the impacts on service to city staff if the position is not filled? Departments will not be able to get vendors paid timely

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) The filling of this position with an Accounting Specialist (2 year degree) provides more flexibility within the Finance Department to assist with a variety of daily functions (general accounting, accounts receivable billing, accounts payable, purchasing), rather than the previous position that was singularly focused ("Purchasing Clerk"). This position handles a large volume of work on a daily basis to ensure the city's obligations are paid timely. Procedural changes will be made, but eliminating the position is not viable.

How has this vacancy/need been covered so far? Attempting to hire replacement staff before retirement to avoid a vacancy due to the critical nature of the position

How many other similar positions exist in this department? 1.0

Requestor Information

Please Print: Kris Moen Interim Finance Director Finance
Name Title Department

Signature/Date: [Signature] 06 / 1 / 2016

Attached: Memorandum Current Position Description