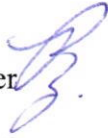




MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 25, 2011

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
pziehler@ci.west-allis.wi.us
www.ci.west-allis.wi.us

Attached is John Stibal's request to fill the upcoming vacant Housing Technician position in the Department of Development, Community Development 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
John Stibal
Patrick Schloss

ADM\Vacpos\VACPOSREQ HsngTech111511

**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: Housing Technician
 2. Department/Division: Department of Development, Community Development Division
 3. Vacancy Date: Starting December 2011
-

4. Vacancy Reason: Promotion

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

The position services clients that reside at the Beloit Road Senior Housing complex including facilitation of lease-up and work orders for the property. The Housing Tech. also assists the Housing Specialists with the Section 8 Housing Choice Voucher/Rent Assistance program. The Housing Tech provides counter assistance to clients, consultation, calculations, and completes federal reporting requirements associated with the program. The position will require some understanding of Section 42 compliance.

Development hopes to have approval for full-time staffing, but will approve it as .75 FTE.

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

None.

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

Servicing existing and new clients at the Beloit Road Senior Housing Complex, assist with the transition to a pthat are part of the Section 8 Housing Choice Voucher Program, Beloit Road Senior Housing, and VASH vouchers. Section 42 Tax Credit incorporation into Beloit Road.

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

a. Service to the public.
Unable meet the federal requirements and servicing participant needs

b. Service to staff.
Low employee moral and burn out for the level of work currently being conducted.
Unable to implement new processes or changes.

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

Loss of federal funding.

9. Remarks/Comments:

Signature: John F. Sleeth Date: 11-10-11

Title: Director

P:\VACANCY REQUEST FORM FILL.doc
ADM\MISC\VACANCY REQUEST FORM FILL.doc

