

West Allis City Hall
7525 W. Greenfield Ave.
West Allis, WI 53214
www.westalliswi.gov



Rebecca Grill
City Administrator/City Clerk
rgrill@westalliswi.gov

July 14, 2023

Honorable Mayor Dan Devine
City of West Allis Common Council

I am proposing an interim/transitional reorganization of the City Clerk, Customer Service Center, and Treasurer's Offices, beginning in September 2023 and continuing throughout 2024. An upcoming vacancy in the office provides the opportunity to evaluate the operations of both departments and the responsibilities of the Customer Service Center.

As we continue to navigate a competitive job market, it has become increasingly challenging to find candidates who possess the necessary skills, strengths, and capabilities to fulfill the statutory tasks of city clerk's efficiently, effectively, and accurately. This is further exacerbated by the upcoming year of demanding elections in 2024 where expertise and accurate compliance with laws, policies and procedures will be vital.

To implement this proposal, I recommend the interim/transitional reorganization and reclassification of positions as outlined in the attached document. This includes the appointment of current city staff to interim deputy positions and reclassifying existing positions to City Clerk Customer Service Specialists and Customer Service Specialist - Lead.

The interim deputy clerk positions will be assigned specific responsibilities, receive comprehensive training in clerk functions, and be required to become proficient in all clerk functions.

Thank you for your consideration. I believe that this transitional reorganization will allow us the time and resources necessary to evaluate to create a more effective and administrative structure going forward that will benefit the city and the community we serve.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca N. Grill".

Rebecca Grill
City Administrator/City Clerk
City of West Allis