



HUMAN RESOURCES DEPARTMENT
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City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Audrey Key, HR Director 

RE: Department Request to Fill Vacant Position

DATE: August 28, 2014

Attached is Ted Atkinson's request to fill the vacant position of Office Services Supervisor 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.

AK:jfw

cc: Mayor
HR Division
Ted Atkinson

ADM\Vacpos\VACPOSREQ BINS OffSrvcSpvr 090214



**DEPARTMENT OF BUILDING INSPECTIONS &
NEIGHBORHOOD SERVICES**

August 27, 2014

414/302-8400
414/302-8402 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

Honorable Mayor Dan Devine & Common Council Members
City of West Allis

Subject: Request to fill upcoming vacancy of the BINS Office Services Supervisor Position

Dear Mayor Devine & Common Council Members:

This communication is a request for your approval to fill the position of Department of Building Inspections & Neighborhood Services Office Services Supervisor. This position is being vacated upon the retirement of Colleen Robinette on September 26, 2014, after 31 years of service with the City, including 25 years in BINS and 8 years in this position.

Attached to this communication is the required information questionnaire form to fill a position vacancy. This information presents a review of a need to fill the vacancy. This position effectively is the glue that holds the office and inspection divisions together.

Thank you for your attention to this matter.

Ted Atkinson, Director
Dept. of Building Inspections & Neighborhood Services

Attn.

cc: Human Resources
Mary Wyss

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: BINS Office Services Supervisor
2. Department/Division Department of Building Inspections & Neighborhood Services (BINS)
3. Vacancy Date: Final working day, August 28, 2014, Final Date on Payroll Sept. 26, 2014
4. Vacancy Reason: Retirement

5. a. What are the specific work responsibilities of the position?
This position supervises clerical personnel & departmental office functions. He/She assigns, directs, reviews and evaluates performance of the clerical staff; maintains balanced workloads, enforces work rules & regulations and takes disciplinary measures as needed. In addition, this position analyzes operating practices and develops new systems or procedures; acts as liaison to the IT department and trains/supports staff in the use of software applications. The position prepares and maintains reports & records and acts as confidential secretary to the Director of BINS.

b. How many other such positions exist in this Department? None

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

This position is effectively the glue that holds the department together. In concert with other supervisory positions in the office, this person works to develop procedures and systems that make it easier and more cost effective to provide a necessary service to the public.

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

a. Service to the public.

The holder of this position works to provide professional, courteous service to the public through training/monitoring of the office staff; preparation of informational literature, and; coordination and development of services such as the digitized property files, occupancy reports and development of the Departmental portion of the website.

b. Service to staff. The position will continue to play an essential role in the development of the software system currently being undertaken by the IT department.

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

P - 1718.40 - \$2,148.00

R - 1752.00 - \$2,190.40

5. Remarks/Comments:

Currently, the Office Administration Division is made up of this position (Services Supervisor) and 2.5 clerk positions (1 Clerk III; 1 Clerk II & 0.5 Clerk I). In 2014/15 the Office Administration Division duties/responsibilities will be further evaluated before filling an anticipated clerical vacancy.

Signature: *Ted Atkinson*

Date: *8/27/14*

Title: *Dir. BINS*