



City Administrator

Rebecca N. Grill

414/302-8294

414/302-8207 (Fax)

City Hall

7525 West Greenfield Avenue

West Allis, Wisconsin 53214

rgrill@westalliswi.gov

www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca N. Grill, City Administrator *ry*

RE: Department Request to Fill Vacant Position

DATE: April 30, 2015

Attached is Mike Lewis' request to fill an upcoming vacant position of Record Clerk I in the Department of Public Works, Water 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.

RNG:jfw

cc: Mayor
HR Division
Mike Lewis
Dave Wepking
Dan Schwebke

ADM\Vacpos\VACPOSREQ RecordClk WtrDiv 050515



RECEIVED

APR 23 2015

CITY OF WEST ALLIS
CAO

DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Daniel M. Schwebke
*Superintendent
Water Division*

414/302-8830
414/302-8836 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westalliswi.gov

MEMORANDUM

To: Rebecca Grill, City Administrator

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: April 14, 2015

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Water Division in the position of Record Clerk I. This position will become vacant effective September 1, 2015, when the incumbent, Kathy Pedri, retires.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Water Superintendent Dan Schwebke or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Dan Schwebke

h:\my documents\personnel\misc\pedri.vac

**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: Record Clerk I
2. Department/Division: Public Works/Water Division
3. Vacancy Date: September 1, 2015
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?
 - Keep Water Division employee records and time.
 - Work with Meter Reader to coordinate the loading and unloading of the processors. Work with the Meter Reader to ensure that the information and/or corrections to an account are transferred to the specific account.
 - Analyze the meter reading exception listings. Determine what accounts need attention, create work orders to resolve issues and mail letters to owners. Make all reading/consumption corrections to accounts. Once completed, post the routes and do the charge calculations.
 - Complete work orders and close out customer letters.
 - Issue tap, meter and hydrant permits.
 - Attach various charges to accounts (i.e. frozen meter charges, turn on/off charges, etc.)
 - Create billings for damaged fire hydrants, etc.
 - Open to new water billing accounts.
 - Create disconnect list to turn water off to properties that have not complied with the PSC rules and regulations.
- b. How many other such positions exist in this Department?

none
6. What are the reasons why the position must be filled?

to keep Water Utility operating in an efficient manner
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.

public could not get timely and accurate response to requests for information
 - b. Service to staff.

increased complaints from the public
8. What is the fiscal impact related to filling this vacancy?

Record Clerk I 2015 Salary Range: \$22.91-\$24.81/hour (Schedule R)
9. Remarks/Comments:

Signature: 
Director of Public Works/City Engineer

Date: 4/16/2015