



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER

City Administrative Officer Clerk/Treasurer

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City Hall 7525 West Greenfield Avenue West Allis, Wisconsin 53214

> pziehler@westalliswi.gov www.westalliswi.gov

MEMORANDUM

TO:

Administration & Finance Committee

FROM:

Paul M. Ziehler,

City Administrative Officer

RE:

Department Request to Fill Vacant Position

DATE:

May 15, 2014

Attached is Ted Atkinson's request to fill an upcoming vacancy of Code Inspector in the Department of Building Inspection and 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.

PMZjfw

cc:

Mayor

HR Division Ted Atkinson

ADM\Vacpos\VACPOSREQ CodeInsp 052014





DEPARTMENT OF BUILDING INSPECTIONS & NEIGHBORHOOD SERVICES

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

City Hall 7525 West Greenfield Avenue West Allis, Wisconsin 53214 www.westalliswi.gov

May 30, 2014

Honorable Mayor Dan Devine & Common Council Members West Allis, Wisconsin

Subject: Request to fill Vacancy

Dear Mayor and Council Members:

This communication is a request for your approval to fill the position of Code Inspector in the Department of Building Inspections & Neighborhood Services. Code Inspector Art Huebner will be retiring on July 28, 2014 following approved Family Medical Leave beginning on May 6, 2014. He leaves the City after 12 plus years of service.

Attached to this communication is the required informational sheet that presents review information about the position.

Thank you for your attention to this matter.

Sincerely,

Ted Atkinson, Director

Dept. of Bldg. Insp. & Neighborhood Services

City of West Allis

phone: (414)302-8415

email: tatkinson@ci.west-allis.wi.us

Ted Athinson

cc: Paul Ziehler

Attm. TA/cmr

REVIEW BY CITY ADMINISTRATIVE OFFICER OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES

This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

Upon receipt of this form, I immediately send it to the members of the Administration & Finance Committee. They have five (5) working days to contact me with any objections, concerns, or questions. Upon expiration of the five days, 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: Code Inspector

2. Department/Division: Building Inspections & Neighborhood Services

3. Vacancy Date: 4/25/14 or 7/25/14

4. Vacancy Reason: Retirement

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

A Code Inspector (CI) follows up on complaints filed by citizens, the mayor and alderpersons regarding property maintenance code violations. The inspector also initiates maintenance inspections in targeted areas.

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

One person has similar job duties – the Neighborhood Services Inspector (NSI). The NSI has some supervisory roll over the CI.

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

This inspector manages property maintenance issues for approximately 50% of the City, including processing notices, orders and court summons requests. This position chases the "bad" properties which is a City priority.

- 7. What will be the impacts on service functions if the position were not filled?
 - **a.** Service to the Public. The position supports the Property Owners/Residents/Citizens that desire property values to be maintained. Without this inspector our program inspections will fall behind substantially.
 - **b. Service to the Staff.** All other staff persons are already working at max output. To assume this Code Inspector's duties would depreciate their output.
- 8. What is the fiscal impact related to filling this vacancy?

A-16R Salary \$43,721.60 to \$49,254.40 per year for 2014.

9. Remarks/Comments:

None

Signature: Date: April 30, 2014 / 5/15/14

Title: Director of Building Inspections & Neighborhood Services

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