



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

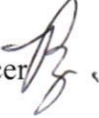
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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: July 28, 2011

Attached is Mike Lewis' request to fill two vacant Truck Driver positions in the Sanitation and Street 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
Mike Lewis
Tom Harmatys
Bruce Danowski

ADM\Vacpos\VACPOSREQ TrkDrvrSS 080211

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: July 28, 2011

Subject: Request to Fill Vacant Positions

The Department of Public Works respectfully requests permission to fill 2 vacancies in the Sanitation and Street Division. The position of City Truck Driver was vacated by Dave Wied who retired effective June 1, 2011 (last day worked April 1, 2011) and Jim Wilson who retired effective March 2, 2011. Mr. Wied was employed by the City for over 21 years and Mr. Wilson for over 36 years.

Even with filling these two positions, the Public Works Department has three vacancies in the Forestry Division, still one vacancy in the Sanitation and Street Division, and the Water Division has one & one-half vacancies.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Sanitation and Street Superintendent Bruce Danowski or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
Bruce Danowski
Audrey Key
DPW file

**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: City Truck Driver-2
2. Department/Division: Public Works/Sanitation and Street Division
3. Vacancy Date: March 2, 2011 and June 1, 2011 (last day worked April 1, 2011)
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?
 - operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc. We are finding that we need to use Maintenance Repairer staff it substitute for short staffing and that reduces street maintenance work, etc.
- b. How many other such positions exist in this Department?
 - twenty-five (25)
6. What are the reasons why the position must be filled?
 - to ensure that the Department has adequate staffing to meet both routine and emergency operating needs
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
 - services will take longer to be delivered to our customers
 - b. Service to staff.
 - increased citizen complaints
8. What is the fiscal impact related to filling this vacancy?
 - up to \$3,500 the first year per position
9. Remarks/Comments:

Signature: /s/ _____ Date: July 28, 2011
Director of Public Works/City Engineer