



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: October 25, 2011

Attached is Patrick Schloss' request to fill the vacant Housing Specialist II position in the Community Development 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
John Stibal
Patrick Schloss

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DEPARTMENT OF DEVELOPMENT
John F. Stibal

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MEMORANDUM

TO: Paul M. Ziehler, City Administrative Officer, Clerk/Treasurer
FROM: Patrick Schloss, Community Development Manager
DATE: October 18, 2011
SUBJECT: Department Request to Fill Vacant Position

Attached is a request to fill the vacant Housing Specialist II position in the Development Department, Community Development Division.

I am requesting that you refer our request 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. Thank you.

PS:bjb

cc: Mayor
HR Division
John Stibal

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**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: Housing Specialist II

2. Department/Division: Department of Development, Community Development Division

3. Vacancy Date: August 1

4. Vacancy Reason: Retirement

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

The position services clients that receive Section 8 Housing Choice Voucher/Rent Assistance. The Housing Specialist II provides consultation, calculations, and completes federal reporting requirements associated with the program. The position requires certification.

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

Traditionally, the Community Development Division, has utilized two staff members to serve the 457 vouchers of the Section 8 Housing Choice Voucher Program. With Beloit Road Senior housing complex utilizing Section 8 Vouchers and the recent introduction of Veteran's Affairs Supportive Housing vouchers, the position is important to fulfilling the goals of the program.

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

Servicing existing and new clients that are part of the Section 8 Housing Choice Voucher Program, Beloit Road Senior Housing, and VASH vouchers.

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

a. Service to the public.
Unable meet the federal requirements and servicing participant needs

b. Service to staff.
Low employee moral and burn out for the level of work currently being conducted.
Unable to implement new processes or changes.

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

Loss of federal funding.

9. Remarks/Comments:

Signature:  Date: 10/18/11

Title: Community Development Manager

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