



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

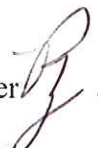
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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: January 11, 2012

Attached is Tom Harmatys' request to fill an upcoming position vacancy of Account Clerk I in the Public Works-Administrative Office.

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

ADM\Vacpos\VACPOSREQ AcctClk1 AdmOff 011112



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Thomas Harmatys
Assistant Director

414/302-8832
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.ci.west-allis.wi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer
From: Tom Harmatys, Assistant Director of Public Works
Date: January 9, 2012
Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill an upcoming vacancy in the Administrative Office. The position of Account Clerk I will be vacated on March 7, 2012 when the incumbent, Mary Linnerud, retires after more than 36 years of employment with the City. I intend to fill this position as a Clerk I, II or III (depending on the qualifications of the candidate).

If this position is filled internally with an employee from the Department of Public Works, it is my intention to fill any other vacancies that occur. Either Assistant Director of Public Works Tom Harmatys or I are available to answer any questions relative to the need to fill this position.

cc: Mike Lewis
Audrey Key

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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: Clerk I, II or III (depending on qualifications of candidate)

2. Department/Division: Public Works/Administrative Office

3. Vacancy Date: March 7, 2012

4. Vacancy Reason: retirement

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

May include some or all of the following: compile time records, keep refuse and recycling records, maintain records on provisional and seasonal employees, prepare accident and injury reports, receive phones calls and furnish information, typing, computerized data entry, filing, provide backup to various positions

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

Clerk I-one, Clerk II-one, Clerk III-one

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

to keep various divisions of the department 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.

supervisory staff would have to assume some or all of the position responsibilities stated above and increased complaints from the public

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

Clerk I Salary Range: \$14.51-\$17.18 hourly (schedule R)

Clerk II Salary Range: \$16.94-\$19.28 hourly (schedule R)

Clerk III Salary Range: \$18.09-\$20.52 hourly (schedule R)

9. Remarks/Comments:

Signature: Thomas Harnack
Assistant Director of Public Works

Date: Jan. 9, 2012