



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
*Clerk/Treasurer*


414/302-8294  
414/302-8207 (Fax)

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: November 26, 2013

Attached is Mike Lewis' request to fill the vacant position of Clerk I in the Department of 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  
Dave Wepking

ADMIVACPOS\VACPOSREQ Clk1 PWAdmin 120413

## MEMORANDUM

---

To: Paul Ziehler, City Administrative Officer  
From: Mike Lewis, Director of Public Works/City Engineer  
Date: November 26, 2013  
Subject: Request to Fill Vacant Position

The Department Public Works respectfully requests permission to fill a vacancy in the Administrative Office. The position of Clerk I was vacated in December of 2011 when the incumbent, Sharon Roy, transferred to the Sanitation and Street Division.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Assistant Director of Public Works Dave Wepking or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking  
Audrey Key

h:\my documents\personnel\misc\clerk I adm ofc.vac

A handwritten signature in black ink, appearing to be 'ML', is located in the lower right quadrant of the page.

**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: Clerk I
2. Department/Division: Public Works/Administrative Office
3. Vacancy Date: December 2011
4. Vacancy Reason: transfer to another DPW division
5. a. What are the specific work responsibilities of the position?  
  
Clerical duties for the Building/Electrical Division, Forestry Division and Administrative Office; provide backup to clerical positions in the Department
- b. How many other such positions exist in this Department?  
  
None
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
8. What is the fiscal impact related to filling this vacancy?  
  
2013 Clerk I salary range \$15.09/hour to \$17.87/hour (schedule R)
9. Remarks/Comments:

Signature: \_\_\_\_\_

Director of Public Works/City Engineer

Date: November 26, 2013