

23.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2010-0677 Request Introduced

Communication from City Administrative Officer regarding request to fill vacant position of Administrative Supervisor at the West Allis Health Department

Introduced: 11/16/2010

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
NOV 16 2010	X		Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
		X		Vitale	✓		
				Weigel			
			TOTAL	5			

SIGNATURE OF COMMITTEE MEMBER

Krist Kopplin
 Chair Vice-Chair Member

COMMON COUNCIL ACTION **APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
NOV 16 2010	✓		Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
		✓		Vitale	✓		
				Weigel	✓		
			TOTAL	10			



2010-0677
fw 11/16

MEMORANDUM

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@ci.west-allis.wi.us
www.ci.west-allis.wi.us

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer *BZ*

RE: Department Request to Fill Vacant Position

DATE: November 11, 2010

Attached is Terry Brandenburg's request to fill the vacant Administrative Supervisor position at the West Allis Health Department.

According to our procedure for 2010, 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
Terry Brandenburg

ADM\Vacpos\VACPOSREQ HlthAdminSupvr 111110



MEMORANDUM

HEALTH DEPARTMENT

Terry L. Brandenburg
Health Commissioner

414/302-8600
414/302-8628 (Fax)

Health Department
7120 West National Avenue
West Allis, Wisconsin 53214

www.ci.west-allis.wi.us

TO: Mayor Dan Devine
Administration and Finance Committee

FROM: Terry Brandenburg, Health Commissioner

DATE: November 10, 2010

SUBJECT: REQUEST TO FILL VACANT ADMINISTRATIVE SUPERVISOR POSITION

I am requesting permission to fill the vacant position of Administrative Supervisor at the West Allis Health Department.

After many years of service Kathy Martocci, Administrative Supervisor, has announced her retirement effective December 3, 2010. Many of you have interacted with Kathy as she worked in Public Works, Information Technology, and most recently for the past 7 years as Administrative Supervisor at the West Allis Health Department.

The Administrative Supervisor is an integral part of our small management team at the Health Department. In addition to supervising 5 staff, this position is also responsible for managing all purchasing, billing, payroll and Farmer's Market contracting, and assists in grants management and budgeting.

This is an important position in the department, and we hope to recruit a great applicant. I thank you for your consideration of authorizing the filling of the vacant position of Administrative Supervisor at the Health Department.

C: Paul Ziehler
Audrey Key

**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: Administrative Supervisor

2. Department/Division: Health

3. Vacancy Date: December 3, 2010

4. Vacancy Reason: Retirement

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

This position supervises 5 staff in the administration division and is responsible for managing all purchasing, billing, payroll, and Farmer's Market, and assists in grants management and budgeting

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

None

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

The Administrative Supervisor is an integral part of our small management team and oversees all administrative and clerical functions that support our staff and the services we provide to our residents.

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

a. Service to the public. This position assures that all direct services to the public, such as contracts for the Farmer's Market are completed, birth and death records are processed, billing and payment of bills to vendors. The position also provides the necessary clerical and administrative support for staff that provide direct services to the public.

b. Service to staff. This position is responsible for assuring all administrative and clerical support for staff to provide services to the public.

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

This position is budgeted in the 2011 departmental budget.

9. Remarks/Comments:

Signature: 

Date: November 10, 2010

Title: Health Commissioner