



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
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September 2, 2011

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 West Greenfield Avenue
West Allis WI 53214

Subject: Request to fill vacant position of Accounting Specialist in the
Finance Division of the Department of Administration & Finance,
including reorganization of second position (Payroll/Account Clerk)

Dear Mayor Devine and Common Council Members:

This letter is to request your approval to fill the position of Accounting Specialist in the Finance Division of the Department of Administration & Finance. The position has become vacant due to the retirement of Linda Seidel on September 2, 2011, after over 30 years of service working for the City. The position is a budgeted position.

Attached to this letter is the required informational sheet that presents review information about the Accounting Specialist position, including responsibilities, need, and service/fiscal impacts.

Also attached is a copy of a proposed reorganization that is proposed for a second position in the Finance Division – Payroll/Account Clerk. Upon successful filling of the Accounting Specialist position, a vacancy in the Payroll/Account Clerk position is very likely due to internal promotion. When that second vacancy occurs, it is proposed that the Payroll/Account Clerk be reconstituted as an Account Clerk to include utility accounting support services. That reorganization will save \$22,000 in expenditures to the Finance Division's General Fund budget. In turn, that cost will be transferred as an increase to the City Utilities Enterprise Funds.

Therefore, in addition to requesting your approval to fill the position of Accounting Specialist, this letter also requests approval of the above-described reorganization and approval to also fill the Payroll/Account Clerk position and a subsequent vacancy in a Utility Account Clerk, which may also become vacant due to an internal promotion.

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Thank you for your attention to these requested approvals. If you have any questions or desire further information or clarification, please do not hesitate to contact me.

Sincerely,



Paul M. Ziehler,
City Administrative Officer
Clerk/Treasurer

PMZ:jfw
Attachment
cc: Kris Moen
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: Accounting Specialist

2. Department/Division: Finance

3. Vacancy Date: 9/2/11

4. Vacancy Reason: Retirement

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

Lead Payroll/Benefits Specialist

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

None

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

With a planned reorganization, this position is the lead and only full-time payroll/benefits position.

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

a. Service to the public.

Minimal

b. Service to staff.

Without the position, it would be very difficult to meet record, filing, reporting, and processing for pay and benefit requirements.

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

A planned reorganization in the Finance Division will shift some responsibilities around in regards to a second position. That change will add utility duties to a Payroll Clerk job and save the General Fund part of the Finance Division budget approximately \$22,000.

9. Remarks/Comments: \$22,000 will be transferred as a higher cost to the Utility Enterprise Funds budget.

Signature: Paul M. Zeller

Date: 9/4/11

Title: CAO/CE

Finance Division Reorganization Summary

With the retirement of the Accounting Specialist (Lead Payroll/Benefits Specialist) in the Finance Division, effective September 2, 2011, comes the opportunity to re-evaluate the needs of the Division. A primary function of the Division includes processing the city's payroll and benefit programs. This has been done by the Accounting Specialist (Lead Payroll/Benefits Specialist) and a Payroll Clerk. The existing Payroll Clerk will be promoted to the Accounting Specialist (Lead Payroll/Benefits Specialist) based on her knowledge and experience of the payroll and benefit programs. This promotion will result in a vacant Payroll Clerk position.

The Payroll Clerk position will be revamped to an Account Clerk II position to continue to meet the payroll/benefit needs of the Finance Division as well as to provide additional clerical support and utility billing support for the Division. The Utility Billing functions of the Finance Division have expanded significantly over the last several years as additional charges have been added to the utility bill, additional services have been offered to customers in the form of electronic utility information and e-payment options, and the rate of property sales/foreclosures, and bankruptcy issues has risen. The new Account Clerk II position will be responsible for the payroll and general finance account clerk duties, as well as providing additional clerical support for the Utility Billing functions of the Division. This will be a 50-50 split between finance duties and utility billing duties. As a result, 50% of the Account Clerk II position will be charged to the Finance Division, and 50% will be charged to the Water Utility. This will result in annual savings to the Finance Division budget of approximately \$22,000 and an increase to the Water Utility budget of the same.