



Rebecca Grill
City Administrator
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May 13, 2016

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

Mayor Devine and Common Council Members:

In an effort to continue to reallocate our resources more strategically, we are requesting that the soon-to-be open positions of Account Clerk II and Buyer Assistant II are approved to be filled as Accounting Specialist and Buyer/Senior Buyer, respectively. (The consolidation of the City Treasurer and Purchasing Division into the Finance Department in 2014 also reduced staff by two FTE's in the Finance Department.)

Hiring these technical level positions instead of clerical positions will assist in better utilization of the salary dollars. I am currently working with the Human Resources Department to update the job description to accurately outline the duties of this position.

I would like to thank the Finance Department for their continued dedication to improving and reviewing operations.

Thank you for your consideration of this request. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Rebecca N. Grill".

Rebecca N. Grill
City Administrator

RNG:jfw

cc: Finance
Human Resources

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