



CITY ADMINISTRATIVE OFFICE

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


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: August 7, 2012

Attached is Mike Lewis' request to fill a vacant Storekeeper I position in the Public Works-Inventory Services Division.

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
Doug Bartels

ADM\Vacpos\VACPOSREQ StoreK InvDiv 080712



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: Mike Lewis, Director of Public Works/City Engineer

Date: July 25, 2012

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Inventory Services Division. The position of Storekeeper I will be vacated effective October 23, 2012 when the incumbent, Diana Kukowski, retires after 30 years with the City.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Building and Sign/Inventory Services Superintendent Doug Bartels or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
Doug Bartels
Audrey Key

A handwritten signature in black ink, appearing to be "Mike Lewis", is written over the cc list.

h:\my documents\personnel\misc\kukowski.vac

**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: Storekeeper I

2. Department/Division: Public Works/Inventory Services

3. Vacancy Date: October 23, 2012

4. Vacancy Reason: retirement

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

receives, inspects, codes, stocks and distributes materials from the City's centralized inventory system; picks up stock and/or supplies from various vendors; maintains appropriate levels of inventoried items

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

One (1)

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

assure that departments throughout the City receive materials and supplies in a timely manner

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

a. Service to the public.

position performs internal service

b. Service to staff.

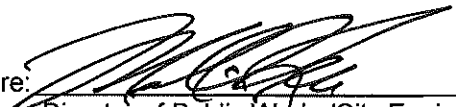
department heads would be required to maintain their own inventories

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

salary range for Storekeeper is \$19.70/hour to \$21.48/hour (schedule R)

9. Remarks/Comments:

Signature: _____



Director of Public Works/City Engineer

Date: July 25, 2012