




**Rebecca Grill**  
City Administrator  
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## MEMORANDUM

To: Administration and Finance Committee

From: Rebecca Grill, City Administrator 

Re: Request to Fill Upcoming Vacant Position

Date: Friday, June 16, 2017

Per City of West Allis Policy 1110 – Creating, Maintaining and Administering Compensation/Salary Ranges, attached is a request to fill the upcoming vacant position of IT/CFE Director in the Information Technology/Center for Excellence Department. (Notice of retirement of current Director, Jim Jandovitz, effective September 1, 2017, was submitted to the Common Council on June 6, 2017.)

Please contact me if you have any questions concerning this request.