



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
414/302-8207 (Fax)

City Hall
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West Allis, Wisconsin 53214

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 27, 2011

Attached is Mike Lewis' request to fill the vacant Clerk III position in the Public Works-Water 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
Dan Schwebke

ADM\Vacpos\VACPOSREQ Clk3Wtr 102711



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Daniel M. Schwebke
*Superintendent
Water Division*

414/302-8830
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Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

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MEMORANDUM

To: Paul Ziehler, City Administrative Officer

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: October 21, 2011

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Water Division. The position of Clerk III will be vacated effective October 28, 2011 when the incumbent, Pam Meier, transfers to a position in the Finance Division.

If this position is filled internally with an employee from the Department of Public Works, it is my intention to fill any other vacancies that occur. Either Water Superintendent Dan Schwebke or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
Dan Schwebke
Audrey Key

h:\my documents\personnel\misc\meier p.vac

A handwritten signature in black ink, appearing to be "MGL", written over a set of horizontal lines.

REVISED

**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: Clerk I, II or III (depending on qualifications of candidate)
2. Department/Division: Public Works/Water Division
3. Vacancy Date: October 28, 2011
4. Vacancy Reason: transfer to Finance Division
5. a. What are the specific work responsibilities of the position?
calculate meter readings, schedule meter change outs, various clerical tasks associated with the Utility
- b. How many other such positions exist in this Department?
Clerk I-one, Clerk II-one, Clerk III-two
6. What are the reasons why the position must be filled?
to keep Water Utility operating in an efficient manner
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
public could not get timely and accurate response to requests for information
 - b. Service to staff.
increased complaints from the public
8. What is the fiscal impact related to filling this vacancy?
Clerk I Salary Range: \$14.51-\$17.18 hourly
Clerk II Salary Range: \$16.94-\$19.28 hourly
Clerk III Salary Range: \$18.09-\$20.52 hourly
9. Remarks/Comments:

Signature:  _____ Date: Oct. 26, 2011

Director of Public Works/City Engineer