

City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2010-0128	Request	Introduced
Communication from City Administrative Officer regarding request to fill a vacant Engineering Technician position in the Engineering Department.		
Introduced: 3/2/2010		Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR 02 2010			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic	✓			
		X	Narlock	✓			
			Reinke				✓
			Roadt				
			Sengstock				
		X	Vitale	✓			
			Weigel				
		TOTAL		4	-		1

SIGNATURE OF COMMITTEE MEMBER

Justin Kopplin
 Chair Vice-Chair Member


COMMON COUNCIL ACTION **APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR 02 2010			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke				✓
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
		TOTAL		9	-		1



MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 24, 2010

CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

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

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214
pziehler@ci.west-allis.wi.us
www.ci.west-allis.wi.us

Attached is Mike Lewis' request to fill a vacant Engineering Technician position in the Engineering Department.

According to our procedure for 2010, 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

ADM\Vacpos\VACPOSREQ EngTech 030110

Memorandum

TO: Paul Ziehler, Chief Administrative Officer
Audrey Key, Human Resources Director

FROM: Michael Lewis, Director of Public Works/City Engineer

DATE: February 22, 2010

RE: Authorization to Fill Aaron Lehmkuhl's Position
Engineering Technician I, II or III

Attached is the Department Request to Fill Position Vacancies form. We are asking to advertise and fill this position as an Engineering Technician I, II or III. We would offer the position at the appropriate level based on the person's education, background and experience.

A handwritten signature in black ink, appearing to be 'ML', is located in the lower right quadrant of the page. The signature is stylized and somewhat cursive.

**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: Engineering Technician I, II or III (depending on qualifications of candidate)

2. Department/Division: Engineering Department

3. Vacancy Date: February 27, 2009

4. Vacancy Reason: Resignation of Aaron Lehmkuhl

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

Highly technical, sub-professional civil engineering work including construction inspection, estimating and simple design, and use of CAD in drafting of engineering plans.

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

There are 8 Technician positions in Engineering.

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

This position is essential for the underground engineering division and the Department as a whole. Main job duty is CAD drafting of plans and inspection of projects. Without position, outside consulting help would be needed.

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

a. Service to the public.

Either the construction schedule would be delayed and/or work would need to be contracted out to an engineering firm at a higher cost. Necessary infrastructure work would not be completed on time and at budget.

b. Service to staff.

Without technician, plan work would be delayed and construction work would not be bid out on time. Technician work would need to be done by higher paid engineers or consultants.

8. What is the fiscal impact related to filling this vacancy (April 1, 2010 Rates)?

Technician I: Salary Range: \$1,267-\$1434 Bi-weekly

Technician II: Salary Range: \$1,623-\$1,803 Bi-weekly

Technician III: Salary Range: \$1,995-\$2,258 Bi-weekly

9. Remarks/Comments:

This is a needed position which can not be cost effectively filled any other way.

Signature: _____

Date: February 22, 2010

Name/Title: Michael Lewis, Director of Public Works/City Engineer