




MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: January 25, 2010

CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER  
City Administrative Officer  
Clerk/Treasurer

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Attached is Mike Lewis' request to fill a vacant Truck Driver position in the Sanitation and Street Division.

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  
Tom Harmatys  
Bruce Danowski

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## MEMORANDUM

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To: Paul Ziehler, City Administrative Officer

From: Mike Lewis, Director of Public Works

Date: January 20, 2010

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of City Truck Driver will be vacated effective March 1, 2010 when the incumbent, James Below, retires after more than 13 years with the City.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Sanitation and Street Superintendent Bruce Danowski or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys  
Bruce Danowski  
Audrey Key  
Jane Barwick

h:\my documents\personnel\misc\below.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: City Truck Driver
2. Department/Division: Public Works/Sanitation and Street Division
3. Vacancy Date: March 1, 2010
4. Vacancy Reason: retirement
5. a. What are the specific work responsibilities of the position?
  - operates large trucks used in street and alley construction and maintenance, leaf hauling, refuse and recycling collection and disposal, bulk collections and disposal, brush collections, ice control operations, snow plowing, etc.
- b. How many other such positions exist in this Department?
  - twenty-seven (27)
6. What are the reasons why the position must be filled?
  - to ensure that the Department has adequate staffing to meet both routine and emergency operating needs
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.
    - services will take longer to be delivered to our customers
  - b. Service to staff.
    - increased citizen complaints
8. What is the fiscal impact related to filling this vacancy?
  - up to \$3,000 the first year
9. Remarks/Comments:

Signature: \_\_\_\_\_

Director of Public Works

Date: January 20, 2010