

City of West Allis Matter Summary

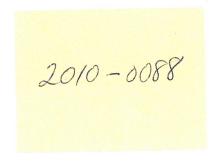
7525 W. Greenfield Ave. West Allis, WI 53214

File Number		Title Status						
2010	2010-0088		Request Introduced					
Communication from City Admi vacancy at the Public Library.				istrative Officer regarding request to fill a Custodian III				
		Introduced: 2/2/20	-		Controlling Body Committee	: Administration &	Finance	
COMMITTEE	RECOMN	MENDATION 6	pproval	<u>)</u>				
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ACTION			Barczak					
DATE: EB 0 2 2010	-		Czaplewski					
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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

MEMORANDUM

TO:

Administration & Finance Committee

FROM:

Paul M. Ziehler,

City Administrative Officer

RE:

Department Request to Fill Vacant Position

DATE:

January 28, 2010

Attached is Mike Koszalka's request to fill the vacant position of Custodian III at the Public Library.

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 Koszalka

ADM\CORR\VACPOSREQ LibCustod3 020210





PUBLIC LIBRARY 7421 West National Avenue West Allis, Wisconsin 53214-4699

January 28, 2010

Paul Ziehler City Administrative Officer City Hall West Allis, Wisconsin 53214

Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill a Custodian III vacancy at the Public Library. At its meeting on January 27, 2010, the Library Board voted unanimously to create one full-time Custodian III position by combining a vacant .5 Custodian III position with a .5 Custodian II position that became vacant when Alan Vitale retired on December 30, 2009 after more than 22 years of service (6 years at the library).

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

Michael Koszalka Library Director

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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.

Position Title: CUSTODIAN III

1.

2.	Departm	ent/Division:	Library
3.	Vacancy	Date:	December 31, 2009
4.	Vacancy	Reason:	Retirement
5.		Instructs and dimaterials and edgrounds to note coordinates mainthe HVAC syste orders custodial grounds maintendeliveries to City	cts assigned custodial/janitorial employees in the method and use of ipment required for the performance of their work, inspects building and eneral condition-making minor repairs with the use of hand tools, tenance services, serves as Custodial Department "lead" person, monitors and other equipment, oversees the set-up of the public meeting rooms, upplies as needed, vacuums, mops, dusts, cleans restrooms, performs ince duties, shovels/clears snow, prepares the building for opening, makes Hall and the Post Office.
		This is the only	uch positions exist in this Department? Sustodian III position; the library does have one Municipal Library
6.	What are If this po currently patron vi so that th	the reasons why the sition were not filled open to the public sits each week. The library is ready to	ours of part-time Custodian help. cosition must be filled? , we would not be able to maintain our facility at its present level. The library is days/64 hours each week. This is a heavily used public facility with over 5, 500 position is responsible for opening the building every morning (Monday-Friday) rethe public and staff-works the 6:30 a.m3:00 p.m. shift. Currently, both this library Janitor position are vacant.
7.	a. b.	Service to the publi We would not be a the library will suf Custodian on duty accidents, program Service to staff. Staffing patterns vany custodial help being forced to po	rvice functions if the position were not filled? le to maintain the building at the current levelthe appearance and cleanliness of er (restrooms, children's area, grounds etc.). We would not be able to have a during the hours the library is open to the public to handle unplanned spills, set-ups, deliveries, etc. Full be affected-possibility of split shifts and long periods without Reassignment of duties that would result in the remaining custodial staff pone or cancel some of their own duties. Scheduling gaps that result in with room set-ups, deliveries, etc.
8.	Mr. Vital III position of-class p	le's salary was bud on was budgeted fo	the to filling this vacancy? Seted for 2010 at Level L-15, Step F, R-rate (\$894.80 bi-weekly .5). The Custodian 2010 at Level L-19, Step F, R-rate (\$935.60 bi-weekly .5). In addition \$1,550 out-Custodian III fill-in. New employee would be at Level L-19, Step a, R-rate
9. Signature Title:	: Mid	Comments: Mac Hear Mary Director	Date: January 28, 2010