



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
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City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: November 26, 2013

Attached is Ted Atkinson's request to fill an upcoming vacancy of Electrical Inspector II in the Department of Building Inspection and Neighborhood Services.

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
Ted Atkinson

ADM\Vacpos\VACPOSREQ ElecInsp2 120413



November 26, 2013

**DEPARTMENT OF BUILDING INSPECTIONS &
NEIGHBORHOOD SERVICES**

414/302-8400
414/302-8402 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

Honorable Mayor Dan Devine & Common Council Members
City of West Allis
7525 West Greenfield Avenue
West Allis, WI 53214

RE: Request to Fill Electrical Inspector II Vacancy

Dear Mayor and Council Members:

This communication is a request for your approval to fill the position of Electrical Inspector II in the Department of Building Inspection and Neighborhood Services. Electrical Inspector Anthony Tadysak has submitted his resignation effective December 6, 2013. He leaves the City after 9 years of service to the City.

Attached to this communication is the required informational vacancy review form regarding the Electrical Inspection position.

Thank you for your attention to this matter.

Sincerely,

Ted Atkinson, Director
Dept. of Bldg. Inspection & Neighborhood Services
7525 W. Greenfield Ave.
West Allis, WI 53214
(414)302-8415
tatkinson@westalliswi.gov

cc: Paul Ziehler

TA/sab

**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: Electrical Inspector II
2. Department/Division: Building Inspection & Neighborhood Services
3. Vacancy Date: December 6, 2013
4. Vacancy Reason: Current employee resigned
5. a. What are the specific work responsibilities of the position?
To inspect all electrical installations for compliance with the State Electrical Code.
b. How many other such positions exist in this Department?
One other Electrical Inspector.

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

State and local codes require permits and inspection of electric work. Inspections provide for a high degree of safety in our built environment.

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

a. Service to the public. Records indicate the City issues approx. 1,750 electric permits per year and makes 3,900 inspections per year (5 year average 2008-2012). Electrical contractors require timely inspection of work they have paid permit fees for service. Timely inspections are for safety ^{at} job construction sites.

b. Service to staff. The amount of electrical inspection work (\pm 1,750 permits/year and \pm 3,900 inspections/year) cannot be accomplished by the one other Electrical Inspector.

8. What is the fiscal impact related to filling this vacancy?

The position probably will be filled at an Electrical Inspector I position and later upgraded to Electrical Inspector II. Salary Electrical Inspector I, \$59,155 to \$66,560, and Electrical Inspector II, \$60,902 to \$68,600 (for R Schedule 2013).

9. Remarks/Comments:

Two Electrical Inspector positions are necessary for the size and age of our community. Electrical Contractors demand timely inspection services. Other construction trades also rely on timely service to keep construction projects moving forward on time.

Signature: _____



Date: _____



Title: Director of Building Inspection & Neighborhood Services