



City Administrator

Rebecca N. Grill

414/302-8294

414/302-8207 (Fax)

City Hall

7525 West Greenfield Avenue

West Allis, Wisconsin 53214

rgrill@westalliswi.gov

www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca N. Grill, City Administrator

RE: Department Request to Fill Vacant Position

DATE: January 28, 2016

Attached is Scott Post's request to fill the upcoming position vacancy of Assistant City Attorney in the City Attorney's Office.

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.

RNG:jfw

cc: Mayor
HR Division
Scott Post

ADM\vaepos\VACPOSREQ AsstCityAtty 020216



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Attorney Position Title: Assistant City Attorney

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 2 / 11 / 20 16

Person Replaced: _____

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: 4 / 15 / 20 16

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? To allow for the legal representation of the City in civil litigation, claims, and collection matters.

What will be the impacts on service functions to the public if the position is not filled? Delay in response to claims.

What will be the impacts on service to city staff if the position is not filled? Huge time delays as the other attorneys would have to cover this area. The City Att's office would effectively become a bottleneck.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Reorg is being contemplated but having a full staff will still be required. Current staffing levels are below what it was 28 years ago with a huge increase in duties.

How has this vacancy/need been covered so far? NA

How many other similar positions exist in this department? 3 ACAs but the jobs differ significantly

Requestor Information

Please Print: Scott Post City Attorney Attorney
Name Title Department

Signature/Date: Scott Post 1 1 2016

Attached: Memorandum Current Position Description

CLASS TITLE: Assistant City Attorney I

DEFINITION: Under immediate supervision; performs rudimentary-municipal legal functions of moderate difficulty; performs related work as assigned. This is an entry-level position.

EXAMPLES OF DUTIES: Responsible for the prosecution of municipal traffic code violations; responsible for the administration of property damage and tax claims and enforces all health and safety codes including building and zoning, tavern regulations, and traffic and quasi-criminal matters; provides interpretation of laws, rules and ordinances for the City; represents the City in collection of personal property taxes, damages to City property, and minor liability claims against the City which includes review of each claim and representation in both small and large claims and circuit court actions; drafts resolutions and ordinances relating to public health, safety, and welfare; reviews various documents and programs initiated by various City departments, boards, and commissions; answers citizen complaints; performs legal research as necessary; provides legal advice to City departments in areas of responsibility under direct supervision of the City Attorney; assists the City Attorney as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Juris Doctorate; one year of recent professional general law practice work experience.

A valid Wisconsin Driver's License.

Knowledge and Skills: Good knowledge of civil procedure and the rules of evidence; good knowledge of the principles, methods, materials and practices utilized in legal research; good knowledge of state and municipal health, and safety, and zoning codes and statutes.

Working skill in analyzing and organizing facts, evidence and precedents to ascertain the salient aspects of cases and to present such material before state and federal courts in clear and logical form; working skill in determining alternative courses of action and the ability to take quick and decisive action based upon some determinations; working skill in legal drafting techniques; working skill in the conduct of legal research, analysis of data, and presentation of facts and arguments. Considerable knowledge of modern office practices, procedures, equipment and software.

LICENSES AND CERTIFICATES: Admission to the Bar of the State of Wisconsin. A valid Wisconsin Driver's License.

CITY OF WEST ALLIS

Revised _____ 2008

Approved _____
Department Head Date

Approved _____
Employee Date

CLASS TITLE: Assistant City Attorney II

DEFINITION: Under general direction of the City Attorney independently performs municipal legal functions of moderate to difficulty skill level and informs the City Attorney on the status of such matters; performs related work as assigned. Formulates office policy with respect to assigned responsibilities.

EXAMPLES OF DUTIES: Responsible for the prosecution of municipal traffic code violations; responsible for the administration of property damage and tax claims and enforces all health and safety codes including building and zoning, tavern regulations, and traffic and quasi-criminal matters; provides interpretation of laws, rules and ordinances for the City; represents the City in collection of personal property taxes, damages to City property, and minor liability claims against the City which includes review of each claim and representation in both small and large claims and circuit court actions; drafts resolutions and ordinances relating to public health, safety, and welfare; reviews various documents and programs initiated by various City departments, boards, and commissions; answers citizen complaints; performs legal research as necessary; provides legal advice to City departments in areas of responsibility under general supervision of the City Attorney; assists the City Attorney as required.

MINIMUM QUALIFICATIONS:

Training and Experience: Juris Doctorate; three to five years of recent professional general law practice work experience.

A valid Wisconsin Driver's License.

Knowledge and Skills: Considerable knowledge of civil procedure and the rules of evidence; considerable knowledge of the principles, methods, materials and practices utilized in legal research; considerable knowledge of state and municipal health, and safety, and zoning codes and statutes.

Considerable skill in analyzing and organizing facts, evidence and precedents to ascertain the salient aspects of cases and to present such material before state and federal courts in clear and logical form; considerable skill in determining alternative courses of action and the ability to take quick and decisive action based upon some determinations; considerable skill in legal drafting techniques; considerable skill in the conduct of legal research, analysis of data, and presentation of facts and arguments; ability to cogently provide legal analysis and advice. Considerable knowledge of modern office practices, procedures, equipment and software.

LICENSES AND CERTIFICATES: Admission to the Bar of the State of Wisconsin. A valid Wisconsin Driver's License.

CITY OF WEST ALLIS

Revised _____ 2008

Approved _____
Department Head Date

Approved _____
Employee Date

CLASS TITLE: Assistant City Attorney III (Litigation)

DEFINITION: Under general direction of the City Attorney, performs work of considerable difficulty in the direction and management of general municipal legal activities with a focus on civil litigation matters; functions as deputy city attorney; has responsibilities in a wide variety of legal areas; performs related work as assigned.

EXAMPLES OF DUTIES: Responsible for the administration and management of legal services for general municipal activities with an emphasis on personal injury and property damage claims, redevelopment, eminent domain and land acquisition claims, insurance and tax related matters, foreclosure, collection and bankruptcy matters and all other areas of civil litigation; provides legal representation in complex litigation matters on behalf of the City, including the handling and preparation of pleadings, motions, discovery, negotiation/mediation and trial related matters; provides interpretation of laws, rules and ordinances for the City; represents the City in civil litigation of claims and other legal actions, including appeals, related to such matters; assists and advises the common council and its committees in formulating policy with respect to such matters; drafts resolutions and ordinances; reviews various documents and programs initiated by various City departments, boards, and commissions; answers citizen inquiries and complaints; performs legal research as necessary; prepares and administers the department budget related to functional responsibilities; assists and advises the City Attorney in formulating policy with respect to general municipal legal matters and other functions as assigned; advises and provides legal assistance to City officers and departments as appropriate; and advises them regarding relevant state and federal legislative activity; in the absence of the City Attorney, assigned the responsibility for administration of such office.

MINIMUM QUALIFICATIONS:

Training and Experience: Juris Doctorate; eight (8) years of recent legal practice experience with at least four (4) years in general municipal law focusing on civil litigation and trial work.

A valid Wisconsin Driver's License.

Knowledge and Skills: Extensive knowledge of substantive and procedural aspects of general municipal law to include knowledge of municipal and public administration and all aspects of civil litigation, including, but not limited to, eminent domain, real estate, personal injury, claims defense, contract interpretation and litigation, bankruptcy, housing policies and procedures, foreclosure matters and all other general municipal matters. Extensive knowledge of the principals, methods, materials and practices utilized in legal research; comprehensive knowledge of federal, state and municipal laws and policies as they relate to civil litigation matters for the City. Accomplished skill in analyzing and organizing facts, evidence and precedence and the ability to develop and determine available courses of action on the basis of such analysis. Accomplished skill in presenting and defending cases in a clear and logical form before federal and state courts, administrative agencies and municipal boards and commissions. Accomplished skill in determining alternative courses of action and the ability to take quick and decisive action based upon said determinations. Accomplished skill in all aspects of civil litigation and trial practice, to include extensive skill in analyzing positions and effectively dealing in negotiating with adverse parties pursuing complaints and actions against the City. Accomplished skill in dealing with City officials, management personnel and the public. General skill in planning and supervising the work of subordinate staff. Considerable knowledge of modern office practices, procedures, equipment and software.

LICENSES AND CERTIFICATES: Admission to the Bar of the State of Wisconsin. A valid Wisconsin Driver's License.

CITY OF WEST ALLIS

Revised _____ 2008

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Department Head Date

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