



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: January 9, 2013

Attached is Sally Nusslock's request to fill the vacant Custodian position at the West Allis Health Department.

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
Sally Nusslock

ADM\Vacpos\VACPOSREQ HlthCustod 011513

**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: Custodian I

2. Department/Division: Senior Center

3. Vacancy Date: January 10, 2013

4. Vacancy Reason: Promotion

5. a. What are the specific work responsibilities of the position? The Custodian preforms routine manual work involving the cleaning and minor maintenance of a city-owned building and surrounding grounds. This staff position also provides the physical set-ups - tables and chairs, etc for programs and events in the Senior Center's many meeting rooms, offices and large halls.

b. How many other such positions exist in this Department?
Health Department has 1 FTE. Senior Center has (0)

6. What are the reasons why the position must be filled? To maintain a safe and sanitary environment for the older adults and general public utilizing the Senior Center facility.

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

a. Service to the public. Failure to provide a safe and sanitary facility.

b. Service to staff. Failure to provide a safe and sanitary environment.

8. What is the fiscal impact related to filling this vacancy?
The Custodian I is a budgeted position for 2013

9. Remarks/Comments:

Signature: Sally Masdon

Date: 1-3-13

Title: Health Commissioner