

**CITY OF WEST ALLIS
RESOLUTION R-2025-0020**

**RESOLUTION RELATING TO THE REORGANIZATION OF THE HUMAN
RESOURCES DEPARTMENT AND CITY ADMINISTRATOR'S OFFICE AND THE
ADDITION OF A HUMAN RESOURCES GENERALIST POSITION**

WHEREAS, the City Administrator has announced her resignation, effective February 23, 2025, leaving a vacancy in the position that necessitates succession planning to ensure operational continuity and effectiveness; and

WHEREAS, the Assistant City Administrator has primarily focused on managing the day-to-day operations of the Human Resources Department due to the need for modernization and rebuilding the team following retirements and resignations, limiting the position's ability to fulfill its intended oversight and support role across multiple departments since its creation in 2019; and

WHEREAS, reassigning the Assistant City Administrator position to the City Administration Department will enable the role to provide broader oversight and support to departments, including Human Resources, the City Clerk's Office, Assessor's Office, Information Technology Department, and Marketing and Engagement Department, while assisting with the onboarding of the new City Administrator; and

WHEREAS, effective operations of the Human Resources Department will be maintained by reclassifying and retitling the HR Generalist—Lead position to HR Manager, a change effectuated under a separate ordinance revising the City's salary schedule; and

WHEREAS, the creation of a new HR Generalist position is necessary to assume recruiting and administrative processing duties previously handled by the HR Generalist—Lead, resulting in the addition of one full-time equivalent (FTE) to the department's budget; and

WHEREAS, the fiscal impact of this reorganization will be mitigated by savings from the vacancy in the City Administrator position, including the difference between the current City Administrator's salary and any interim appointment rate, reallocation of funds budgeted for an intern in the City Administrator's Office, anticipated recruitment of a new City Administrator at a lower rate within the approved salary range, and the difference between the HR Director salary and the reclassified HR Manager salary;

NOW THEREFORE, BE IT RESOLVED by the Mayor and Common Council of the City of West Allis that the Assistant City Administrator position shall be reassigned to the City Administration Office, and that position authority for an additional HR Generalist position shall be granted within the Human Resources Department; and

BE IT FURTHER RESOLVED that the City Administrator or designee is hereby authorized and directed to provide for any necessary adjustments to organizational charts, position

authority and job descriptions, and the reallocation of funds to implement this reorganization.

SECTION 1: **ADOPTION** “R-2025-0020” of the City Of West Allis
Municipal Resolutions is hereby *added* as follows:

ADOPTION

R-2025-0020(*Added*)

PASSED AND ADOPTED BY THE CITY OF WEST ALLIS COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Ald. Ray Turner	_____	_____	_____	_____
Ald. Kimberlee Grob	_____	_____	_____	_____
Ald. Chad Halvorsen	_____	_____	_____	_____
Ald. Marissa Nowling	_____	_____	_____	_____
Ald. Suzzette Grisham	_____	_____	_____	_____
Ald. Danna Kuehn	_____	_____	_____	_____
Ald. Dan Roadt	_____	_____	_____	_____
Ald. Patty Novak	_____	_____	_____	_____
Ald. Kevin Haass	_____	_____	_____	_____
Ald. Marty Weigel	_____	_____	_____	_____

Attest

Presiding Officer

Rebecca Grill, City Clerk, City Of
West Allis

Dan Devine, Mayor, City Of West
Allis