



City Administrator

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca N. Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: October 28, 2015

Attached is Joe Burtch's request to fill the vacant position of Clerk I-Clerk II in the Engineering 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.

RNG:jfw

cc: Mayor
HR Division
Mike Lewis
Joe Burtch

RECEIVED

OCT 21 2015

CITY OF WEST ALLIS
CAO

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Joseph M. Burtch, Assistant City Engineer
Date: October 20, 2015
Subject: Request to Fill Vacant Position



The Department of Public Works/Engineering respectfully requests permission to fill a vacancy in Engineering in the position of Clerk I – Clerk II. This full time position will become vacant upon Marian Bretl accepting the appointment to a position in Information Technologies. Marian will continue assisting with clerical work in Engineering on a part time basis until her vacancy is filled.

Either Mike Lewis or I are available to answer any questions relative to the need to fill this position.

cc: Michael Lewis



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: Engineering Position Title: Clerk I - Clerk II

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 10 / 20 / 2015

Person Replaced: Marian Bretl

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: 11 / 03 / 2015

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? Engineering requires a great deal of clerical support. This position provides the support to assure the efficient operation of the office.

What will be the impacts on service functions to the public if the position is not filled? Engineering provides service to property owners, developers, residents, etc. on a daily basis. This position handles the many people who come into Engineering, as well as handling the incoming phone calls, which helps provide more efficient service.

What will be the impacts on service to city staff if the position is not filled? Not having this clerical support would cause an addition burden on the Engineer's, Technicians and Principal Secretary. This would cause some work to not get done, or to be done at a much lower quality. Not filling the position would reduce our ability to provide

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) The last time we filled this position it was 3/4 time. We found that our backlog of work was growing and required overtime to keep up. We found that a full time Clerk was able to better keep up with the workload. This position also works as a "floater" to cover temporary

How has this vacancy/need been covered so far? This position has not been vacant. Marian has been splitting time between IT and Engineering over the past several months. During that time, we have found our backlog of work is growing and some overtime is needed to keep up with the more urgent work.

How many other similar positions exist in this department? 2 other clerical with their own unique workloads.

Requestor Information

Please Print: Joseph M. Burch Assistant City Engineer Engineering Department

Signature/Date: 10 / 20 / 2015

Attached: Memorandum Current Position Description

CLERK I
Department of Public Works/Engineering

JOB SUMMARY: This is specialized clerical work in the maintenance, preparation and processing of various records and documents.

NATURE OF THE WORK: An employee in this classification is responsible for the performance of specialized clerical and/or bookkeeping tasks of moderate difficulty involving the preparation, processing and maintenance of various forms, records and documents. Although typing is generally required its relative importance may be limited in comparison to the clerical and/or bookkeeping responsibilities for this classification. Specific work performed can vary considerably among those classified as clerk to include work with figures, the operation of simple office machines and contacts with the public as well as other departments. Advice is given the employee on unusually difficult or important matters or radical departures from former policy. Work assignments are generally performed without immediate supervision, although the work is subject to review by another step in the clerical process or through spot check and reading of material requiring signature. Some positions within this classification must be available and willing to work evenings, weekends, holidays and sometimes long and odd hours when emergency situations require such duties.

DUTIES: Typical duties include: furnishes information via the telephone or in person regarding bills, fees, assessments, taxes, services or other departmental policies and regulations in accordance with established procedures; types accounting and financial statements, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions and other materials; operates various modern office equipment and applicable software programs; makes moderately complex tabulations and calculations; prepares vouchers for payment; posts proper costs to proper accounts for cost factoring; reviews accounts, reports and other documents for completeness, accuracy, and conformity with established procedures; assembles a variety of data from office records for incorporation in various reports; makes postings, and summarizes routine books or records; cross indexes and files forms, documents, reports, and correspondence; searches and locates file materials; may keep departmental time and attendance records; processes requisitions, orders and receives supplies; takes minutes of meetings; operates mailing equipment and maintains postage records for the City departments; may be assigned to other offices as needed within the Department of Public Works/Engineering; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to make computations quickly and accurately; working skill with database programs; ability to establish and maintain effective working relationships with supervisors, employees and the public; ability to understand and follow verbal and written instructions; good knowledge of grammar, punctuation, spelling and arithmetic; good knowledge of modern office practices and procedures; skill in the use of modern office equipment; ability to maintain complex clerical records and to prepare reports for such records.

MINIMUM REQUIREMENTS:

High school graduate/equivalent, preferably in a commercial course.

One year of recent paid business office work experience, preferably varied in nature.

Competent in the use of office computers/software including, but not limited to, Microsoft Office Suite (Windows, Word, Outlook, Excel, and Calendaring) etc.

Ability to type/keyboard on a computer at a reasonable rate of speed in accordance with the special needs of the department to which assigned.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: continuous sitting; frequent stretching/reaching of arms; frequent arching of neck; occasional lifting/carrying up to 50 lbs.; occasional walking or standing, occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; and the ability to bend, kneel, twist, stoop, squat, etc.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Depending upon the location of work, a person in this position may subject to variable environmental conditions, including but not limited to, temperature variations and extremes, odors, noise, vibrations, vehicular traffic and/or dust.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

Revised 5-2014

CLERK II
Department of Public Works/Engineering

JOB SUMMARY: This is responsible and specialized clerical work in the maintenance, preparation and processing of various records, permits, forms and documents.

NATURE OF THE WORK: An employee in this classification is responsible for the performance of fairly complex clerical tasks involving the processing and maintenance of specialized records, reports, permits, forms and documents. Specific work can vary considerably among those classified as Clerk II to include work with figures, the operation of simple office machines and contacts with the public as well as other departments. The nature of the work is such that employees frequently have considerable independence of action in the disposition of routine work matters, giving information, and other public contact work. Employees are expected to perform their normal work assignments in accordance with established work procedures and departmental policies with a minimum amount of instruction, though unusually difficult assignments may involve careful instruction and close supervisory review. Supervision is received through occasional review of work methods and results and through conference. Some positions within this classification must be available and willing to work evenings, weekends, holidays, and sometimes long and odd hours when emergency situations require such duties.

DUTIES: Typical duties include: furnishes information via the telephone or in person in accordance with established policies and procedures; types a variety of correspondence, forms, documents, memoranda, and other materials; may transcribe from dictation letters and other materials; operates adding machine, calculator, copier, typewriter, personal computer/software and other modern office equipment; composes replies to routine correspondence in accordance with established procedure; reviews records, reports, forms, documents, and other materials for completeness, accuracy and conformity with established procedures; assembles a variety of data from office records and files for incorporation in various reports and correspondence; posts and maintains varied departmental records which may require follow-up action with responsibility for currency and accuracy; receives and processes various applications for permits, licenses and services; receives, classifies, indexes, sorts and files records, and other data; maintains a schedule of regular, periodic and/or seasonal work activities; reads, interprets, and/or maintains technical records, requests and documents; reconciles and balances accounts; receives payments and issues receipts; deposits funds in proper account; makes arrangements for meetings; takes minutes of meetings; may be assigned to other offices as needed within the Department of Public Works/Engineering; and performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the use of modern office equipment such as adding machine, calculator, copier and typewriter; working skill with database programs; ability to understand and follow verbal and written instructions; ability to make computations quickly and accurately; excellent knowledge of grammar, spelling and punctuation; considerable knowledge of modern office practices procedures and equipment; ability to perform somewhat varied and difficult clerical tasks with neatness and accuracy; ability to establish and maintain effective working relationships with supervisors, employees and the public.

MINIMUM REQUIREMENTS:

High school graduate/equivalent preferably in a commercial course.

At least two years of recent paid business office work experience.

Ability to type/keyboard at a reasonable rate of speed in accordance with the special needs of the department to which assigned.

Competent in the use of office computers including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), etc.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: continuous sitting; frequent stretching/reaching of arms; frequent arching of neck; occasional light to medium lifting/carrying; occasional walking or standing, occasional physical exertion moving, pulling, or pushing objects or materials up to 50 lbs.; and the the ability to bend, kneel, twist, stoop, squat, etc.

PHYSICAL DEMAND LEVEL

Light Lifting	20 lbs occasionally; up to 10 lbs frequently
Medium Lifting	50 lbs. occasionally; 20 lbs. frequently
Heavy Lifting	100 lbs. occasionally; 50 lbs. frequently
Very Heavy Lifting	100 lbs. occasionally

ACTIVITY TOLERANCES/FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Depending upon the location of work, a person in this position may subject to variable environmental conditions, including but not limited to, temperature variations and extremes, odors, noise, vibrations, vehicular traffic and/or dust.

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