



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: November 28, 2012

Attached is Mike Koszalka's request to fill an upcoming vacant position of Custodian III at the Public Library.

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
Mike Koszalka

ADM\CORR\VACPOSREQ LibCustod3 120412



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

November 26, 2012

Paul Ziehler
City Administrative Officer
City Hall
West Allis, Wisconsin 53214

Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill an upcoming Custodian III vacancy at the Public Library. This budgeted position will become vacant when James Radtke retires on December 26, 2012 after more than 20 years of service (2 years, 9 months at the library).

Attached is the completed form required to begin the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink that reads "Michael Koszalka". The signature is written in a cursive style with a large loop at the end.

Michael Koszalka
Library Director

JN

**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 III
2. Department/Division: Library
3. Vacancy Date: December 26, 2012
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?
Coordinates maintenance services; inspects building and grounds to note general condition, making minor repairs with the use of hand tools; serves as Custodial Department "lead" person—instructs and directs assigned custodial/janitorial employees in the method and use of materials and equipment required for the performance of their work according to established standards; monitors the HVAC systems and other equipment; sets-up the public meeting rooms; requisitions custodial supplies as needed; vacuums, mops, dusts, cleans restrooms; performs grounds maintenance duties; shovels/clears snow; prepares the building for opening; makes deliveries to City Hall and the Post Office.
b. How many other such positions exist in this Department?
This is the only Custodian III position; the library does have one Municipal Library Janitor and 600 hours of part-time custodial help.
6. What are the reasons why the position must be filled?
If this position were not filled, we would not be able to maintain our facility at its present level. The library is currently open to the public 7 days/64 hours each week. This is a heavily used public facility with over 7,000 patron visits each week. This position is responsible for opening the building every morning (Monday-Friday) so that the library is ready for the public and staff-works the 6:30 a.m.-3:00 p.m. shift.
7. What will be the impacts on service functions if the position were not filled?
a. Service to the public.
We would not be able to maintain the building at the current level--the appearance and cleanliness of the library will suffer (restrooms, children's area, grounds etc.). We would not be able to have a Custodian on duty during the hours the library is open to the public to handle unplanned spills, accidents, program set-ups, deliveries, etc.
b. Service to staff.
Staffing patterns would be affected--possibility of split shifts and long periods without any custodial help. Reassignment of duties that would result in the remaining custodial staff being forced to postpone or cancel some of their own duties. Scheduling gaps that result in other staff assisting with room set-ups, deliveries, etc.
8. What is the fiscal impact related to filling this vacancy?
Mr. Radtke's salary was budgeted for 2012 at Level L-19, Step F, P-rate (\$1,833.60 bi-weekly). New employee would be at Level L-19, Step A, R-rate (\$1,728.00 bi-weekly).

9. Remarks/Comments:

Signature: Michael Kozzalla

Date: 11-26-2012

Title: Library Director