



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
City Administrative Officer  
Clerk/Treasurer

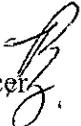
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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: March 30, 2012

Attached is Ted Atkinson's request to fill the vacant part-time position of Clerk I in the Department of Building Inspections & Neighborhood Services.

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  
Ted Atkinson

ADM\Vacpos\VACPOSREQ Clk1 BINS 040212



DEPARTMENT OF BUILDING INSPECTIONS &  
NEIGHBORHOOD SERVICES

414/302-8400  
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[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)

March 28, 2012

Honorable Mayor Dan Devine & Common Council Members  
West Allis, Wisconsin

Subject: Request to fill Vacancy

Dear Mayor and Council Members:

This communication is a request for your approval to fill the position of Clerk I in the Department of Building Inspections & Neighborhood Services. A vacancy occurred when our current Clerk I took a transfer to the Treasurer's Office. This position is part-time (0.5 FTE) and is funded for 1,040 hrs/yr by CDBG Funds.

Attached to this communication is the required informational sheet that presents review information about the position.

Thank you for your attention to this matter.

Sincerely,

Ted Atkinson, Director  
Dept. of Bldg. Insp. & Neighborhood Services  
City of West Allis  
phone: (414)302-8415  
email: [tatkinson@ci.west-allis.wi.us](mailto:tatkinson@ci.west-allis.wi.us)

cc: Paul Ziehler

Attn.  
TA/cmr

**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: Clerk I – 0.5 FTE
2. Department/Division: Building Inspections & Zoning
3. Vacancy Date: April 2, 2012
4. Vacancy Reason: Lateral Transfer
5.
  - a. What are the specific work responsibilities of the position?  
Answer phones/counter, type/file correspondence; act as clerical support to the Exterior Property Maintenance Inspection Program
  - b. How many other such positions exist in this Department?  
No Clerk I positions
6. What are the reasons why the position must be filled?  
Workload within the Department is such that other clerical positions within the Department would be overburdened with additional responsibilities and unable to complete all of their necessary work functions.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
Timely service would be delayed.  
Quality of service would be reduced.
  - b. Service to staff.  
Acts as screener for calls/counter inquiries.  
Types & files correspondence.  
Acts as the main clerical support to the Exterior Property Maintenance Insp. Program and backup for various other clerical functions (i.e., contractor licensing, property owner registration...)
8. What is the fiscal impact related to filling this vacancy?  
  
\$ 14.51 per hr., \$15,090.40 annually at the first level.
9. Remarks/Comments:

With the on-going Department projects in full swing (imaging/computerization) this position must be filled ASAP to maintain the efficiency and continuity of the Department.

Signature: Paul A. Thompson Date: 3/28/12  
Title: Dir. Dept. of Bld. Insp. & Nb Services