



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: February 8, 2013

Attached is Mike Lewis' request to fill a vacant Civil Engineer position 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.

PMZjfw

cc: Mayor
HR Division
Mike Lewis

ADM\Vacpos\VACPOSREQ Engineer 021913



ENGINEERING DEPARTMENT

Michael G. Lewis
Director of Public Works / City Engineer

414/302-8360
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Memorandum

TO: Paul Ziehler, Chief Administrative Officer
Audrey Key, Human Resources Manager

FROM: Michael Lewis, Director of Public Works/City Engineer

DATE: January 22, 2013

RE: **Approval to Fill Civil Engineering Position**

Attached is the Department Request to Fill Position Vacancies form for a Civil Engineering position. This position is open due to the resignation of Anne Marie Jensen, January 18, 2013. Existing job descriptions will be reviewed and updated as necessary. This opening is consistent with the approved organization plan.

My intent is to advertise for this position with the requirement of obtaining a Bachelor's Degree in Civil Engineering by May 31, 2013. We intend to advertise the opening in the range of Engineer I through Engineer III, but we see a benefit in including candidates graduating in May of 2013.

**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: Civil Engineer, Level I, II or III (depending on qualifications of candidate)

2. Department/Division: Engineering Division

3. Vacancy Date: January 18, 2013

4. Vacancy Reason: Resignation of Engineer III

5. a. What are the specific work responsibilities of the position?

Highly technical, civil engineering work including construction inspection, estimating and municipal design and use of CAD in drafting of engineering plans.

b. How many other such positions exist in this Department?

There are currently 4.5 civil engineers in Department. Under old approved organizational structure, there were 5.5 civil engineer positions.

6. What are the reasons why the position must be filled?

This position is essential for completing the Capital Improvement Program as well as providing the necessary engineering support to the City. Civil engineers are involved in all areas of municipal engineering work.

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

a. Service to the public.

Either the construction schedule would be delayed and/or work would need to be contracted out to an engineering firm at a higher cost. Necessary infrastructure work along with development projects would not be completed on time or within budget. Service to the public would be negatively impacted.

b. Service to staff.

Without this position, Capital Improvement Program work would be delayed and construction work would not be bid in a timely manner. Assistance to other Departments, such as Planning/Development, would be delayed.

8. What is the fiscal impact related to filling this vacancy?

Civil Engineer I: Salary Range = \$51,875.20-\$58,697.60

Civil Engineer II: Salary Range = \$62,483.20-\$69,451.20

Civil Engineer III: Salary Range = \$70,491.20-\$75,088.00

This position is included in the approved 2013 budget at Engineer III level.

9. Remarks/Comments:

This position is a critical in providing adequate, cost effective engineering support to the City.

Signature: _____

Title: Director of Public Works/City Engineer

Date: January 22, 2013