

12.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
-------------	-------	--------

2011-0093 Request Introduced

Communication from City Administrative Officer regarding request to fill upcoming vacant position of Principal Secretary in the Development Department.

Introduced: 2/15/2011

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION *approve & POF*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 15 2011			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		X	Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	✓			
		X	Weigel				
		TOTAL		5			

SIGNATURE OF COMMITTEE MEMBER

Kurt Kozzok
 Chair Vice-Chair Member

COMMON COUNCIL ACTION **APPROVAL + PLACE ON FILE**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 15 2011			Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
		TOTAL		10			



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@ci.west-allis.wi.us
www.ci.west-allis.wi.us

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 9, 2011

Attached is John Stibal's request to fill the upcoming vacant Principal Secretary position in the Development Department.

According to our procedure for 2010, 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
John Stibal

ADM\Vacpos\VACPOSREQ DevPrinSecy 021511

**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: Principal Secretary
 2. Department/Division: Development
 3. Vacancy Date: 2-21-11
 4. Vacancy Reason: Promotion
 5. a. What are the specific work responsibilities of the position? Under direction; performs work of considerable difficulty and of a confidential nature in secretarial and administrative duties for a City department
b. How many other such positions exist in this Department? perform related work as assigned
none
 6. What are the reasons why the position must be filled?
Performs critical flow of work.
 7. What will be the impacts on service functions if the position were not filled?
a. Service to the public. deals directly with public, manages contracts with vendors, to sec. to 10 committee
b. Service to staff.
work stops - provides clerical support to department
 8. What is the fiscal impact related to filling this vacancy? currently budgeted
 9. Remarks/Comments:
Key staff position coordinating development of work product and interfacing with the public
- Signature: John F. Stibal Date: 2-9-11
Title: Director of Development