



HUMAN RESOURCES DEPARTMENT
...benefitting others

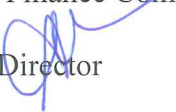
414/302-8270
414/302-8275 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Audrey Key, HR Director 

RE: Department Request to Fill Vacant Positions

DATE: September 9, 2014

Attached is Mike Lewis' request to fill an upcoming vacant position of Electrical Mechanic I in the Department of Public Works, Building/Inventory and Electrical Services Division-Electrical Section.

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
Dave Wepking
Terry Meincke

ADM\Vacpos\VACPOSREQ ElecMech BIESDiv 090914



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Dave Wepking
Assistant Director

414/302-8832
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westallswi.gov

MEMORANDUM

To: Audrey Key, Human Resources Director

From: Michael G. Lewis, Director of Public Works/City Engineer

Date: September 4, 2014

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Building/Inventory and Electrical Services Division-Electrical Section in the position of Electrical Mechanic I. This position will become vacant when the incumbent, Peter Adamczyk, resigns on September 19, 2014.

If this position is filled internally, it is my intention to fill any other vacancies that result. Either Electrical Services Superintendent Terry Meincke or I are available to answer any questions relative to the need to fill this position.

cc: Dave Wepking
Terry Meincke

A handwritten signature in black ink, appearing to be "Terry Meincke", is written over the signature line.

h:\my documents\personnel\misc\adamczyk.vac

**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: Electrical Mechanic I
2. Department/Division: Public Works-Building/Inventory and Electrical Services Division
3. Vacancy Date: last day 9-19-14
4. Vacancy Reason: resignation
5. a. What are the specific work responsibilities of the position?
 - employees in this position perform skilled work at the journeyman level including the installation, modification and repair of the City's electrical system
 - electrical system includes street lighting, lighting in parks and parking lots, lighting in public buildings and a traffic control system.
- b. How many other such positions exist in this Department?
seven (7)
6. What are the reasons why the position must be filled?
install new and maintain existing electrical systems
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
 - maintenance of the various electrical systems would be reduced increasing complaints from the public
 - lighting circuits out have the potential of increasing crime while increased traffic light failures will result in increased accidents
 - b. Service to staff.
increased resident complaints
8. What is the fiscal impact related to filling this vacancy?
2014 salary range for Electrical Mechanic I is \$26.18/hour to \$28.16 hour (schedule R)
9. Remarks/Comments:

Signature:  Date: 09-04-2014
Director of Public Works/City Engineer