



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

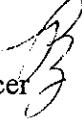
414/302-8294
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7525 West Greenfield Avenue
West Allis, Wisconsin 53214

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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: January 13, 2010

Attached is Terry Brandenburg's request to fill a vacant Custodian position at the Senior Center.

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
Terry Brandenburg

ADM\Vacpos\VACPOSREQ CustodSenCtr 011910



HEALTH DEPARTMENT

Terry L. Brandenburg
Health Commissioner

414/302-8600
414/302-8628 (Fax)

Health Department
7120 West National Avenue
West Allis, Wisconsin 53214

www.ci.west-allis.wi.us

MEMORANDUM

TO: Mayor Devine
Members of the Common Council

FROM: Terry Brandenburg, Health Commissioner

DATE: January 13, 2010

SUBJECT: REQUEST TO FILL A VACANT CUSTODIAN
POSITION AT THE SENIOR CENTER

I am requesting to fill a vacant Custodian position at the West Allis Senior Center.

Currently, the Senior Center is budgeted for a single part time (.5 FTE) custodian position. This position recently became vacant due to a retirement. Although the position was at the Custodian II level, it is my intention to fill it at a Custodian I level.

As you are aware, the Senior Center is a large facility that sees several hundred attendees each day. Not only does this position keep the facility clean and well maintained, but provides the set ups for all of the classes and activities at the Center.

I thank you for your consideration of this request.

TB/gs

c:\Adm\Memos\Request To Fill A Vacant Custodian Position At The Senior Center

**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

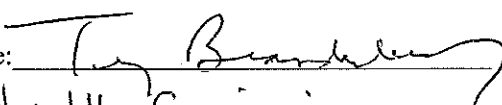
This form should be attached to your memorandum to me when a position vacancy is requested to be filled. Responses to the questions noted below are sufficient for review purposes. (Information to answer question no. 8 is available from me.)

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 I
2. Department/Division: Health
3. Vacancy Date: 12/30/2009
4. Vacancy Reason: Retirement
5.
 - a. What are the specific work responsibilities of the position?
Routine manual work involving the cleaning and minor maintenance of the West Allis Senior Center and surrounding grounds.
 - b. How many other such positions exist in this Department?
(1 FTE - Health Department) (0 - Senior Center)
6. What are the reasons why the position must be filled?

To ensure proper maintenance and safety of this city-owned building and this position is budgeted for 2010.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public. Maintain a clean, safe and sanitary building.
 - b. Service to staff. Provide physical set-ups and clean-up for the senior center's numerous daily classes, activities, etc.
8. What is the fiscal impact related to filling this vacancy?

This position is budgeted for 2010.
9. Remarks/Comments:

Signature: 
Title: Health Commissioner

Date: 1/5/10