

12



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2010-0156	Request	Introduced
Communication from City Administrative Officer regarding request to fill the vacant Environmentalist position at the Health Department.		
Introduced: 3/16/2010		Controlling Body: Administration & Finance Committee

### COMMITTEE RECOMMENDATION

*approve + POF*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR 16 2010			Barczak				
			Czaplewski				
		X	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt				
			Sengstock				
			Vitale	✓			
			Weigel				
		TOTAL		5			

### SIGNATURE OF COMMITTEE MEMBER

*Kurt Kopplin*  
 Chair \_\_\_\_\_ Vice-Chair \_\_\_\_\_ Member \_\_\_\_\_

### COMMON COUNCIL ACTION APPROVAL + PLACE ON FILE

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR 16 2010			Barczak	✓			
			Czaplewski	✓			
		✓	Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
		TOTAL		10			



2010-0156



**MEMORANDUM**

**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

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,   
City Administrative Officer

RE: Department Request to Fill Vacant Position

DATE: March 11, 2010

Attached is Terry Brandenburg's request to fill the vacant Environmentalist position at the Health 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  
Terry Brandenburg

ADM\CORR\VACPOSREQ Env 031610



**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](http://www.ci.west-allis.wi.us)

## MEMORANDUM

---

TO: Mayor Devine  
Members of the Common Council

FROM: Terry Brandenburg, Health Commissioner

DATE: March 9, 2010

SUBJECT: REQUEST TO FILL VACANT ENVIRONMENTALIST  
POSITION AT THE HEALTH DEPARTMENT

I am requesting approval to fill a vacant Environmentalist position at the Health Department.

This position became vacant in 2009 with the retirement of Eric Eggers. The position is in the adopted 2010 budget but had a delayed start of July 1, 2010. In addition, although the vacant position is an Environmentalist III, it will be filled initially at the Environmentalist II level; the position description for a level III requires the incumbent to serve at a level II for a minimum of five years before being eligible for a promotion to a level III.

Although the start date is July 1, we would like to start the recruitment process now and get the position announcement into various professional channels in order to attract the best candidates possible.

I thank you for your consideration of this request.

TB/gs

**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: Environmentalist II
2. Department/Division: Health
3. Vacancy Date: 7/1/09
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?  
This position is responsible for a number of enforcement activities including areas of food safety, environmental safety, human health hazards and weights and measures. A variety of educational and consulting services are also provided to residents to assist in removing or mitigating environmental and safety hazards.
- b. How many other such positions exist in this Department?  
Three(3) additional Environmentalist positions
6. What are the reasons why the position must be filled?  
  
The workloads of the environmental staff are significant and to continue to provide the required enforcements activities and the level of service to residents, this position needs to be filled.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
Service to the public will be affected by slower response times to requests for service and enforcement of citizen complaints.
  - b. Service to staff.  
A very large workload would be placed on the remaining staff resulting in diminished service to residents
8. What is the fiscal impact related to filling this vacancy?  
  
This position is budgeted for 2010, starting on 7/1/10
9. Remarks/Comments:

Signature: \_\_\_\_\_

*Trey Branstetter*

Date: 3/11/10

Title: Health Commissioner