



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. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: December 1, 2011

Attached is Mike Lewis' request to fill a vacant Secretary I position in the Public Works/Engineering Department (Engineering Office).

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
Mike Lewis

ADMVaeapos\VACPOSREQ EngSecy 120611



ENGINEERING DEPARTMENT

Michael G. Lewis
Director of Public Works / City Engineer

414/302-8360
414/302-8366 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.westalliswi.gov
mlewis@westalliswi.gov

Memorandum

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

FROM: Michael Lewis, City Engineer

DATE: December 1, 2011

RE: Filling of Penney Phelp's Job
Secretary I

Attached is the Department Request to Fill Position Vacancies form. With the retirement of Penney Phelp's, we are requesting to fill the position as stated on the form.

If this position is filled internally with an employee from the Department of Public Works/Engineering, it is my intention to fill any other vacancies that occur. Of course, I will be able to answer any questions regarding the need of this position.

Cc: Joseph Burtch, Assistant City Engineer

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

This form should be attached to your memorandum to me when requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, 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: Secretary I or below, depending on qualifications. Current vacancy is Secretary I.

2. Department/Division: Public Works/Engineering (Engineering Office)

3. Vacancy Date: December 5, 2011

4. Vacancy Reason: Retirement

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

Work orders to Yard, Common Council agenda items, over-weight/wide load permits, private utility street opening permits, State Fair special parking permits, public parking lot permits, general public interaction.

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

One other Secretary.

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

Work orders, permits, etc. will not be issued in a timely basis. Secretaries back up each other during vacations, sick time, which would require overtime or not getting work completed if position not filled.

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

a. Service to the public.

Will be slowed significantly. At times, no one will be in front office

b. Service to staff.

Other secretary works on contracts, staff reports, etc. and that work is usually a higher priority, so, for example, permit work will be delayed causing a significant problem for over-weight/wide load permits.

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

Secretary I: \$1,641.60 bi-weekly (Top Step)

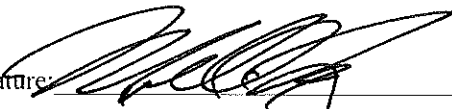
Clerk II: \$1,542.40 (Top Step)

Clerk I: \$1,374.40 (Top Step)

9. Remarks/Comments:

The intent is to fill this position averaging $\frac{3}{4}$ time.

Signature: _____



Date: _____

12/1/2011

Title: Director of Public Works/City Engineer