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# City of West Allis

## Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
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2007-0073      Communication      In Committee

Communication from the Director of Building Inspections & Zoning regarding proposed reorganization of Department of Building Inspections & Zoning Clerical Unit.

Introduced: 2/6/2007

Controlling Body: Administration & Finance Committee

**COMMITTEE RECOMMENDATION**

*Recommend Approval of Communication*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>2/12/07</u>			Barczak	✓			
			Czaplewski	✓			
			Dobrowski				
			Kopplin				
			Lajsic				✓
	✓		Narlock				
			Reinke	✓			
			Sengstock				
		✓	Vitale				
			Weigel	✓			
			<b>TOTAL</b>	<u>4</u>	<u>0</u>		

**SIGNATURE OF COMMITTEE MEMBER**

Chair

Vice-Chair

Member

**COMMON COUNCIL ACTION**

**APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>FEB 20 2007</u>	✓	✓	Barczak	✓			
			Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
			<b>TOTAL</b>	<u>10</u>			



DEPARTMENT OF BUILDING INSPECTIONS & ZONING

414/302-8400  
414/302-8402 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

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

February 1, 2007

City of West Allis  
Honorable Mayor Jeannette Bell and Council Members

RE: Proposed Reorganization of Department of Building Inspections & Zoning Clerical Unit

Dear Mayor Bell and Common Council Members:

I am proposing a reorganization of the clerical unit of the Department of Building Inspections & Zoning as follows:

1. There are currently three clerical positions budgeted in 2007 as follows:

- 1 – Inspections Coordinator (A-17)
- 2 – Clerk III (A-13)\*

\* 1 Clerk III position changed to Clerk I position with Council approval at vacancy filling in December of 2006

2. I propose to reorganize the three positions as follows:

- 1 – Inspections Coordinator (A-17)
- 1 – Inspections Specialist (A-15)\*
- 1 – Clerk II (A-11) - (Start Clerk I 2007 – 2009)

\* Job description and salary range subject to job evaluation and labor/management classification review.

3. The new position of Inspection Specialist will assume new regular duties including, but not limited to; licensing coordination of electrical contractors, including bonding requirements (+/- 300 licenses); building contractor licensing (new State requirement); plumbing contractor licensing; coordination of building, electrical, and plumbing permit applications and permit processing; coordination of Business Occupancy Permit system (+/- 200/yr); coordination of licensing application/approvals with the City Clerk's Office and; review of engineering plans on City contracts for issuance of associated permits.

4. The Inspection Coordinator currently manages many of the described new duties of the proposed new position. By reassigning responsibilities to the new position, the Inspection Coordinator will be allowed more flexibility to primarily devote time to

managing the department computerization that will come on-line in 2007, including optical scanned retrieval of all Department information. There will be additional enhancements in 2008 and thereafter.

Even though there are some new responsibilities for the Inspections Coordinator, the overall responsibilities will remain the same, with the new position assuming some of the previous responsibilities; this will allow the Coordinator to devote time to coordinating and managing the electronic functions of the office.

5. The Clerk I position, which was reduced from a higher Clerk III position in the 2007 Budget will perform clerical functions focusing more on assisting customers at the counter or on the phone; data entry, typing, copying, and office filing. As warranted the position may be elevated from I to II and assigned additional clerical duties.

With the reorganization there will be an initial cost savings of over \$9,000. Thereafter, the cost savings continues but decreases until the Clerk II Step E is approved, with the savings net at a wash. See the analysis below that uses 2007 salary costs.

Existing Structure (2007 Salary)

1 – Inspection Coordinator (A-17)	43,517
2 – Clerk III (A-13)	<u>76,960</u>
	\$120,477

Proposed Structure (2007 Salary)	<u>w/Clerk I Step A</u>	<u>w/Clerk I Step E</u>	<u>w/Clerk II Step A</u>	<u>w/Clerk II Step E</u>
1 – Insp. Coord. (A-17)	\$43,517	\$43,517	\$43,517	\$43,517
1 – Insp. Spec. (A-15)	\$40,684	\$40,684	\$40,684	\$40,684
1 – Clerk I/II (A-9/A-11)	<u>\$27,206</u>	<u>\$32,219</u>	<u>\$31,761</u>	<u>\$36,150</u>
	\$111,407	\$116,420	\$115,962	\$120,351
Cost Savings	\$ 9,066	\$ 4,053	\$ 4,511	\$ 122

In conclusion, the reorganization is a win/win situation that allows a flexible clerical organization, with budget savings. Further, I would request the reorganization, if approved, be retroactive to January 1, 2007.

Thank you for your consideration.

Sincerely,



Ted Atkinson, Director  
Building Inspections & Zoning

cc: Paul Ziehler  
Human Resources Division

COMM-BIZI-2007-01 Reorg Clerical



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managing the department computerization that will come on-line in 2007, including optical scanned retrieval of all Department information. There will be additional enhancements in 2008 and thereafter.

The responsibilities of the Inspections Coordinator will not be reduced with the new position assuming some responsibilities to allow the Coordinator to devote time to coordinating and managing the electronic functions of the office.

5. The Clerk I position will perform clerical functions focusing more on assisting customers at the counter or on the phone; data entry, typing, copying, and office filing. As warranted the position will be elevated from I to II and assigned additional clerical duties.

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Ted Atkinson, Director  
Building Inspections & Zoning

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Human Resources Division

BIZI-COMM2007-01