



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. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 27, 2011

Attached is Mike Lewis' request to fill an upcoming position vacancy of Administrative Support Clerk in the Public Works-Sanitation and Street Division.

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
Bruce Danowski

ADM\Vacpos\VACPOSREQ AdmClkSSDiv 102711



DEPARTMENT OF PUBLIC WORKS

Michael G. Lewis
Director

Bruce Danowski
Superintendent
Sanitation & Street Division

414/302-8800
414/302-8889 (Fax)

Municipal Yards
6300 West McGeoch Avenue
West Allis, Wisconsin 53219

www.westallwi.us

MEMORANDUM

To: Paul Ziehler, City Administrative Officer

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

Date: October 21, 2011

Subject: Request to Fill Vacant Position

The Department of Public Works respectfully requests permission to fill a vacancy in the Sanitation and Street Division. The position of Administrative Support Clerk will be vacated effective December 23, 2011 when the incumbent, Cynthia Radtke, retires after more than 18 years with the City.

If this position is filled internally with an employee from the Department of Public Works, it is my intention to fill any other vacancies that occur. Either Sanitation and Street Superintendent Bruce Danowski or I are available to answer any questions relative to the need to fill this position.

cc: Tom Harmatys
Bruce Danowski
Audrey Key

A handwritten signature in black ink, appearing to be "MGL", is written over the cc list.

**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: Administrative Support Clerk
2. Department/Division: Public Works/Sanitation and Street Division
3. Vacancy Effective: December 23, 2011
4. Vacancy Reason: retirement

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

- furnish information either at a public counter or via the telephone
- prepare letters, forms, reports, division attendance records
- process forms, documents, applications, permits, other records
- act as the dispatcher for the division, including issue orders to crews
- issue and approve stock requisitions
- create and issue work requests and job orders
- estimate charges for materials to be dumped and fees for special services and collect the associated fees
- assume the position of Sanitation Supervisor when needed

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

none

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

if not filled, supervisory staff would be required to perform all of the above duties preventing them from doing their regular jobs

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

- a. Service to the public.

public would not receive timely information and/or response to questions or problems they may have regarding refuse and recycling collection, street repairs, sewer problems, etc.

- b. Service to staff.


supervisory staff would have to assume all of the position responsibilities stated above

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

savings up to **\$3,400** in the first year if filled as **Administrative Support Clerk**

9. Remarks/Comments:

savings of at least **\$7,900** if position is underfilled as **Clerk II or Clerk III**

Signature:  _____ Date: Oct. 21, 2011

Director of Public Works/City Engineer