



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator *rg*

RE: Department Request to Fill Vacant Position

DATE: May 15, 2018

Attached is Peggy Steeno's request to fill the vacant position of Administrative Support Assistant in the Finance and BINS Departments.

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.

RG:jfw

cc: Mayor
HR Dept.
Peggy Steeno
Ed Lisinski

ADM\Vacpos\VACPOSREQ FinBINS ASA.051518



Peggy Steeno
Finance Director
Finance Department
414.302.8252
psteeno@westalliswi.gov

MEMORANDUM

TO: Rebecca Grill, City Administrator

FROM: Peggy Steeno, Finance Director
Ed Lisinski, Director, Building Inspection & Neighborhood Services

RE: Finance/BINS Request to Fill a Vacant Position – Administrative Support
Assistant Position

DATE: May 9, 2018

The Finance and BINS Departments respectfully request permission to fill the Administrative Support Assistant vacancy due to the recent departure of a probationary employee. The position became vacant on May 2, 2018.

Thank you for your consideration.



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Finance

Position Title: Administrative Support Assistant

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 5/2/2018

Person Replaced: Nicole Davies

Position Status: Full-time Part-time AND Regular Temporary Provisional Special Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: Operating Grant Other: _____

Anticipated Date for Filling Position: ASAP

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: *This position is responsible for daily Finance related work including treasury activities, BINS activities, customer service, and other comparable duties as assigned.*

Why is it necessary that this position be filled? What operational needs does this position fulfill? *It is necessary that this position be filled as soon as possible to ensure continuity and accountability in the in the Treasurer's Office and BINS Office as well as other required accounting and finance activities.*

What will be the impacts on service functions to the public if the position is not filled? *While other staff can step in and assist with duties on a short term basis, customer service coverage and BINS assistance cannot be completed timely and accurately without this position being filled as it not a choice to delay the services provided by this position.*

What will be the impacts on service to city staff if the position is not filled? *There will be a delay in customer service to citizens, collecting monies from the Cities customers, and completing other minor duties.*

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) *This request to fill is the result of the departure of a probationary employee who was not successful in the position; the position better equips the Finance Department to be successful in prudently completing its duties. Reducing staffing would create a shortage of qualified staff to complete the necessary functions.*

How has this vacancy/need been covered so far? *The vacancy started less than one week ago. Staff is doing its best to keep up with all of the duties in the short term, however some items will need to wait until the replacement is hired and training can be completed.*

How many other similar positions exist in this department? *No other similar positions exist, however other staff members can perform the duties that this staff member is responsible for.*

Requestor Information

Please Print: Peggy Steeno, Finance Director, Department of Finance

Signature/Date: *Peggy Steeno* 05/10/2018

Attached: Memorandum Current JDQ

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	Vacant	Employer Name	City of West Allis
Job Title	Administrative Support Assistant – Finance/BINS	Work Location	City Hall
Department	Finance/BINS	Division	Finance/BINS
Full-Time / Part-Time	.75 / .25	Part-Time (Hrs per Wk)	40
Supervisor Name	Peggy Steeno/Ed Lisinski	Supervisor Title	Finance Director/BINS Director

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Compose and type letters/documents/memoranda/project materials	D	5
Research, compile and update a variety of reports	N	5
Furnish information at counter or over the phone/Provide routine assistance on inquiries	D	10
Receive money and prepare receipts for various permits and charges	D	35
Maintain and update departmental records and files	D	5
Assist in the preparation of the budget and other special projects as needed	N	10
Update documents needed for City website	N	5
BINS	D	25

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Office equipment: computer, multi-line telephone, printer/copier/fax/scanner, paper shredder, 10 key calculator and other common office equipment.

Software: Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook & Calendaring), Adobe Acrobat Pro DC, HTE (program for processing payments/budget/work orders/deposits/purchase orders/field purchase orders); computer, internet explorer, multi-line telephone, copy machine, scanner, fax machine, 10-key calculator

SECTION 4

JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Citizen questions and complaints	Listen to complaints, understand their needs, make a determination as to how to resolve the issue whether its someone resolving their concern or myself getting them the answer or assistance they need.	Myself Co-workers Supervisor Other departments	n/a
Many tasks to complete in a certain amount of time	Prioritize tasks and see what can wait to be done or may require assistance	Myself Supervisor	n/a
Many interruptions during a work day	Prioritize tasks, answer immediately or get back to them on as as-needed basis	Myself	n/a
Research for documents	What they are looking for specifically, when it happened, where to locate it	Card file, filing cabinet, co-workers, file folder on computer	n/a
Computer issues, printers, servers, equipment and program failures	Reboot, call IT	I.T., co-worker, Google, personal knowledge	n/a

SECTION 5

WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Various City-wide staff	Collaborate on duties, coordinate schedules, provide assistance when needed.	To plan tasks to complete and coordinate schedules and availability, assist with various tasks, provide necessary information and ensure she has all necessary materials to do her job effectively and to ensure all work is completed on time, answer questions as they arise.
Various City-wide staff	Receive tasks, communicate concerns or questions, assist with projects, provide administrative support.	Complete necessary assignments and projects as needed/requested; provide necessary information to ensure they have all necessary materials to do their jobs effectively,

		answer questions as they arise.
Residents	Customer service, provide assistance.	Answer questions and provide necessary information they may need
Contractors	Provide administrative support.	Provide necessary information and answer questions.
Vendors	Provide assistance when requested.	Answer questions/order supplies.
Department Heads	Provide assistance when needed.	Provide necessary information and answer questions.
Various City-wide staff	Provide administrative support.	Provide necessary information and answer questions, coordinate payments.
Various City-wide staff	Provide administrative support.	Answer questions, provide permits, coordinate with oversize load companies and contractors, ensure documentation is current and sufficient monies are received in accounts.
Alderpsons	Provide assistance when needed.	Provide necessary information and answer questions.

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management		X	
Provide Work Direction For Others		X	
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)		X	

Approve Overtime			X
Approve Time Off Request For Others			X
Develop / Implement Policies			X
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>			n/a
Job Title			# of FTEs

SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS

Please indicate the amount of time typically spent in the following categories.

Physical Requirements	[Place an "X" in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds		X		
Carrying/Lifting > 40 Pounds	X			
Sitting				X
Standing / Walking / Climbing			X	
Squatting/Crouching/Kneeling/Bending		X		
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)	X			
Outdoor Weather Conditions	X			
Hazardous Fumes or Odors / Toxic Chemicals	X			

Confined Spaces (as identified by OSHA)				X	
Close Proximity to Moving Machinery / Equipment				X	
Bodily Fluids / Communicable Diseases				X	
Working Alongside Moving Traffic on Roads				X	
Electrical Hazards				X	

SECTION 8

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other information that would help someone else understand your job more clearly:

The Administrative Support Specialist – Finance provides clear and concise information to customers in the community while providing administrative support for the department. Support that consists of: preparing documents and reports, compiling records, organizing and maintaining information and analyzing data including budgetary expenditures.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9			SUPERVISOR INFORMATION
Supervisor Name	Peggy Steeno	Supervisor Title	Finance Director

SECTION 10		EDUCATION REQUIRED FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	n/a
X	High School Education (or Equivalent)	
	One Year Certificate (or Equivalent)	
X	Associate's Degree (or Equivalent)	Administrative Professional, Secretarial Science and Business Administration
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

SECTION 11					TOTAL EXPERIENCE REQUIRED UPON HIRE		
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
Associate Degree in Administrative Professional, Secretarial Science or Business Administration and at least two years of recent paid work experience.							

