



MEMORANDUM

City Administrator

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TO: Administration & Finance Committee 

FROM: Rebecca Grill, City Administrator

RE: Department Request to Fill Vacant Positions

DATE: February 26, 2015

Attached is Jim Jandovitz's request to fill a vacant position of Network Programmer/Analyst in the Information Technology and Communications Department.

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 Division
Jim Jandovitz

ADM\Vacpos\VACPOSREQ IT NPA 030315

**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: *Network Programmer/Analyst*
2. Department/Division: *Information Technology and Communications*
3. Vacancy Date: *2/27/2015*
4. Vacancy Reason: *Retirement*

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

Work dedicated to the implementing the Business Process Manage System within the city along with helping with other IT related projects when needed

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

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

To implement the BPMS system to increase productivity within the city

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

- a. Service to the public.

Delay in implementing the online permits and applications for the citizens and business

- b. Service to staff.

Delay in implementing automated processes with the city to increase staff productivity

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

Current Salary Range: \$59,737 - \$74,000

9. Remarks/Comments:

Signature: *James Jambert* Date: *2/26/2015*

Title: Director of Information Technology and Communications