



Rebecca Grill
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July 27, 2017

The Honorable Mayor Dan Devine
and Members of the Common Council
7525 West Greenfield Avenue
West Allis WI 53214

Mayor Devine and Common Council Members:

In 2016, you approved the filling of an Assessment Clerk I position which provided the opportunity to utilize our resources differently and facilitate collaboration of staffing between departments. This position was approved with the expectation that the person would work in the Assessor's Office and also provide assistance to the Finance and Building Inspection and Neighborhood Services (BINS) Departments as well. With the recent approval of hybrid approach to the assessment office operations, the staffing for the Assessor's Office has been met but resulted in a staffing gap in the Finance and BINS Departments.

In an effort to continue to reallocate our resources more strategically, we are requesting that the position for the Finance and BINS be filled as an Administrative Support Specialist. This does not increase the number of city positions nor does it result in additional personnel costs as the 2017 Budget includes these allocations. In addition to providing staffing support for Finance and BINS, this position would be available to assist with Administrative Support for other departments as needed. The job description for the Administrative Support Specialist is currently being completed.

I would like to thank the Finance and BINS Departments for their continued collaboration.

Thank you for your consideration of this request. Please contact me if you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Rebecca N. Grill".

Rebecca N. Grill
City Administrator

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