



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. Ziehler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: October 15, 2009

Attached is Mike Koszalka's request to fill the vacant position of Municipal Library Janitor at the Public Library.

According to our procedure for 2009, 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 Koszalka

ADM\CORR\VACPOSREQ LibJanitor 1009



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

October 1, 2009

Paul Ziehler
City Administrative Officer
City Hall
West Allis, Wisconsin 53214

Dear Mr. Ziehler:

I respectfully request that the Administration and Finance Committee give its approval to fill a Municipal Library Janitor position at the Public Library. This budgeted position became vacant on September 11, 2009 when Michael Brees' leave of absence expired and his employment terminated.

Attached is the completed form required to being the replacement process.

Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN

**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: MUNICIPAL LIBRARY JANITOR
2. Department/Division: Library
3. Vacancy Date: September 14, 2009
4. Vacancy Reason: Leave of absence expired/employment terminated
5. a. What are the specific work responsibilities of the position?
Duties include: vacuums carpeting; mops floors; dusts; cleans rest rooms; washes sinks and drinking fountains; collects and disposes of trash and waste paper; replaces lights, soap, toilet paper, towels; performs grounds maintenance including shoveling snow, picking up debris, cleaning and salting walkways. Assists in the set-up of public meeting rooms. Makes deliveries to City Hall, the Post Office, STARS participants (Service to Adult Readers with Special Needs), etc. Secures the building at closing.
- b. How many other such positions exist in this Department?
This is the only Municipal Library Janitor position (only janitorial position). Currently, the library also has 1 Custodian III position (.5 filled/.5 vacant) and 600 hours of part-time Custodian help.

What are the reasons why the position must be filled?

If this position is not filled, we will not be able to maintain our facility at its current level. We would experience a noticeable decline in the overall appearance and cleanliness of the building (restrooms, children's area, grounds, etc.). The public library is currently open to the public 7 days/64 hours each week. This is a heavily used public facility with over 5,500 patron visits each week. This position is responsible for closing and securing the building every evening (Monday-Friday) — works a 3 p.m.-11 p.m. shift.

7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
We would not be able to maintain the building at the present level. We would not be able to have custodial staff on duty during the hours the library is open to the public. We would no longer have the ability to quickly "clean-up" unplanned spills, accidents, etc., allowing us to keep all public areas of the building available.
 - b. Service to staff.
Staffing patterns would be affected-possibility of split shifts and long periods without any custodial help. Reassignment of duties that would result in the remaining custodial staff being forced to postpone or cancel some of their own duties.
8. What is the fiscal impact related to filling this vacancy?
Mr. Brees' salary was budgeted for 2009 at Level L-12, Step F, P-rate (\$1,601.60) bi-weekly. New hire would be at Level L-12, Step A (\$1,494.40), R-rate, bi-weekly).

9. Remarks/Comments:

Signature: Michael Keszalki

Date: 10-2-09

Title: Library Director