



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: August 31, 2016

Attached is Jon Matte's request to fill the vacant Video Specialist position as Communications Specialist in the 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 Dept.
Jon Matte

ADM\Vacpos\VACPOSREQ CommsSpec 90616



Jonathan Matte
Director
Department of Communications
414.302.8352
jmatte@westalliswi.gov

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Jonathan Matte, Director of Communications
Re: Request to Fill Vacant Position
Date: August 23, 2016

The Communications Department respectfully requests permission to fill a vacancy in the Department in the position of Communications Specialist. A vacancy exists with the retirement of Jerry Musial on February 26, 2016. This position is a reclassification of the vacant position of Video Specialist.

I am available to answer any questions regarding this request.

Jonathan Matte
Director of Communications



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: Communications

Position Title: Communications Specialist

Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: 02 / 26 / 2016

Person Replaced: Jerry Musial, Re-class of Video Specialist

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: Special Revenue

Anticipated Date for Filling Position: 11 / 07 / 2016

Is the position required for fiduciary, legal or compliance requirements? ☒ No ☐ Yes, describe:

Why is it necessary that this position be filled? What operational needs does this position fulfill?

This position works closely with Mayor and Director of Communications to develop communications strategies and plans for the City, take ownership of the City's social media presence and assistant in programs to enhance the City's positioning with external and internal audiences

What will be the impacts on service functions to the public if the position is not filled?

Delays and inefficiencies in effectively carrying out the Communications Departmental Mission Statement which includes clearly and accurately communicating information of key city services, program messages and values to the public.

What will be the impacts on service to city staff if the position is not filled?

Delays and inefficiencies in effectively supporting the Council and City Departments in planning, communicating and implementing programs, services and goals that promote and/or impact our organization and citizenry.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.)

Continuation of 2016 Budget initiative for creating a Communications Department, reclassifying existing positions while also allocating existing resources differently and with increased capabilities.

How has this vacancy/need been covered so far?

Communications Dept staff is trying to maintain service levels but the Department's scope of services is expanding and the existing work flow is creating a backlog of projects and initiatives with the inability to implement all goals and objectives

How many other similar positions exist in this department? None - This is a new position the City has never had before.

Requestor Information

Please Print: Jonathan Matte

Director

Communications

Name

Title

Department

Signature/Date: _____

08 / 23 / 2016

Attached: ☐ Memorandum ☒ Current Position Description