

## INSTRUCTIONS FOR PREPARING A VACANCY FORM

### I. PURPOSE OF FORM

To begin the process of filling a vacant position. For all positions, the form will request specific actions from the Department of Employee Relations regarding who may fill the vacancy. When Finance and Personnel Committee approval is required to fill the vacancy, the form will provide pertinent information to decision makers on whether to authorize the request.

### II. PREPARATION OF VACANCY FORM

Prepare all requests in accordance with the following instructions. Incomplete requests will be returned to the requestor for completion and resubmission.

#### 1. When to Prepare a Vacancy Form

A. Do not request authority to fill a vacant position:

- 1) UNLESS the filling of that vacancy is critical to the services you must provide; and
- 2) UNTIL authority to fill that position cannot be delayed beyond another Finance and Personnel Committee meeting date.

B. Complete and submit a Vacancy Form to fill a vacancy in any position for which action by DER is required. The form must be complete regardless of whether Finance and Personnel Committee approval is required. An individual shall not be hired or be given an employment commitment to fill a vacant position prior to vacancy approval by the Finance and Personnel Committee.

2. Submission and Number of Copies: Prepare one original and four copies. Submit four copies to the Budget and Management Division, Room 307, City Hall. Retain one copy for departmental records. No copies will be returned to the requesting department. Prepare and submit three copies of Form CS-25, Job Description, with each vacancy request. Please ensure that the Job Description is current. (See Page 204-1 for instructions for preparing Form CS-25.)

3. Time of Submission: When Finance approval is required, this form must be received by the Budget and Management Division no later than **4:00 PM, two Fridays (or eight business days) prior to the meeting of the Finance and Personnel Committee** at which it is to be considered. Vacancy requests for which Finance approval is not required may be submitted at any time.

4. Method of Preparation: Typing is preferred although ink is permissible. All copies must be identical and legible.

### III. DETAILED INSTRUCTIONS

#### SECTION I: Position Information & Authorization

Vacancy Number and DER Report Number: Leave Blank.

1. Department-Bureau-Decision Unit: Enter the departmental name and, if applicable, the bureau (and/or budgetary control unit) and decision unit initiating the request.
2. Position Title: Enter the exact title of the position to be filled as it is listed in the Positions Ordinance.

Salary/Pay Grade: Enter the salary grade or pay range number for the position in the box.

EEO Job Group Category: Each city job title has been assigned a corresponding job group by the Personnel Division. Questions relating to appropriate job group should be directed to either the Affirmative Action Unit or the Classification Section. In the box provided, enter the number corresponding to the appropriate job group.

<b>EEO CODE</b>	<b>POSITION TYPE</b>	<b>DESCRIPTION</b>
<b><i>OFFICIALS AND ADMINISTRATORS</i></b>		
100	DIRECTORS AND CHIEF ADMINISTRATORS	Department heads or equivalent, such as DPW division heads who are not exempt from the AA/EEO program.
101	ASSISTANT AND DEPUTY DEPARTMENT HEADS, DIVISION HEADS	Assistant department heads and managers of major departmental (or bureau) functions.
102	ADMINISTRATIVE SUPERVISORS	Supervisors and managers who directly supervise professional and/or clerical personnel who work in administrative and staff functions. (Includes data processing supervisors.)
103	CRAFTS/MAINTENANCE/SERVICE SUPERVISORS	Supervisors and managers who directly manage employees who work in skilled trades, crafts, maintenance, and service occupations commonly thought of as "blue collar".
104	TECHNICAL SUPERVISORS	Managers and Supervisors of personnel in technical/professional functions who work in "line" or "operating" functions such as property appraisal, engineering, property related technical and professional work. It includes titles such as the Supervising Assessor and Management Civil Engineer IV, Manager - Urban Design, and Manager - Land Use Planning.
110	EXEMPT APPOINTED OFFICIALS/ADMINISTRATORS	Appointed city officials and appointed administrators by elected officials who are exempt under Section 701(f) of the Equal Employment Opportunity Act of 1972.
<b><i>PROFESSIONALS</i></b>		
201	ENGINEERING AND TECHNICAL PROFESSIONALS	Engineers in all specialties, architects, and planners.
202	ACCOUNTING, BUDGETING AND FINANCE PROFESSIONALS	Professionals in accounting, auditing, budgeting, or other financial functions.
203	DATA PROCESSING PROFESSIONALS	All data processing professionals.
204	ADMINISTRATIVE AND OTHER SUPPORT PROFESSIONALS	All professionals in administrative or support functions, not listed elsewhere. Examples are: Management Administrative Assistant I and II; Program Analyst, and Buyers.
205	LEGAL PROFESSIONALS	Assistant City Attorneys only.
206	SCIENTIFIC AND HEALTH PROFESSIONALS	Science and health related professionals such as Physicians, Chemists and Sanitarians I and II.
207	ENFORCEMENT/PROPERTY PROFESSIONALS	Professionals who are in housing, property, or neighborhood related positions. Examples are Housing Specialists and Property Appraisers, Housing Managers, and Code Enforcement Inspectors.
208	PERSONNEL/COMMUNITY SERVICE/COMMUNITY RELATIONS	Human Resource professionals and professionals in community service or community relations positions.
209	LIBRARIANS	All Librarians who do not supervise other Librarians.
210	EXEMPT APPOINTED PROFESSIONALS	Certain appointed professionals directly serving elected officials who are exempt under Section 701(f) of the Equal Employment Opportunity Act of 1972.
211	PUBLIC HEALTH NURSES	
212	POLICE PROFESSIONALS	
213	FIRE PROFESSIONALS	

<b>TECHNICIANS</b>		
301	INSPECTORS	All Inspectors, except those positions requiring a college degree, are classified as Technicians.
302	DATA PROCESSING TECHNICIANS	All Computer Operators and Computer Programmers.
303	ENGINEERING AND DRAFTING TECHNICIANS	All Engineering and Drafting Technicians.
304	ALL OTHER TECHNICIANS	This group includes all other positions classified as Technicians which do not fall into any of the other technician subgroups. Plan Examiners I and II.
305	FIELD HEALTH TECHNICIANS	Vector Control Officers and Pest Control Officers.
306	POLICE TECHNICIANS AND PROFESSIONAL/TECHNICAL SUPERVISORS	
<b>PROTECTIVE SERVICE WORKERS</b>		
401	POLICE OFFICERS	
402	SCHOOL CROSSING GUARDS	All School Crossing Guards.
403	TECHNICIANS AND INVESTIGATIVE SPECIALISTS	
404	FIREFIGHTERS/FIRE PARAMEDICS/PARAMEDICS	
<b>PARAPROFESSIONALS</b>		
501	PARAPROFESSIONALS	
502	POLICE AIDES	
503	POLICE SERVICES SPECIALISTS	
504	FIRE CADETS	
<b>OFFICE AND CLERICAL</b>		
601	CLERICAL I	Beginning and journey level clerical workers in administrative support positions associated with Pay Ranges 400 - 410.
602	CLERICAL II	Clerical workers in specialized administrative support positions working at the journey level or above associated with Pay Ranges 415 - 425.
603	CLERICAL III	Clerical workers in specialized administrative support positions working above the journey level.
604	FIELD CLERICAL	Clerical workers in field support positions and Meter Readers.
605	INTERNS	All interns and student occupied positions.
606	TEMPORARY CLERICAL	All temporary clerical positions in all pay grades.
<b>SKILLED CRAFT WORKERS</b>		
701	SKILLED WORKER SUPERVISORS	All craft workers in mechanic and repair positions.
702	MECHANICS AND REPAIRERS	All craft workers in mechanic and repair positions.
703	CONSTRUCTION TRADES	All skilled trades including Painters, Carpenters, Bricklayers, and Ironworkers.
704	SKILLED WORKERS - GENERAL	
<b>SERVICE - MAINTENANCE</b>		
801	CUSTODIAL WORKERS	All custodial workers.
802	LABORERS - GENERAL	All laborers and unskilled helpers.
803	EQUIPMENT OPERATORS AND DRIVERS	All Truck Drivers/Bridge Operators, and operators of machines or equipment.
804	SANITATION WORKERS	All laborers in the Bureau of Sanitation.

805	GENERAL SERVICE/MAINTENANCE WORKERS	
806	LABOR CREW LEADERS	All Labor Crew Leaders and Chief Repair Workers.
899	SEASONAL LABORERS	All seasonal laborers.

3. Current Job Description: Submit three copies of the current job description (form CS-25) for the requested position. When many positions of the same title are requested simultaneously, a standard job description may be used. In all other situations, a separate job description form must be completed for each position.
4. Name and Title of Interviewer: Indicate the name and title of the person who will interview than candidates for the requested positions.

Interviewer Telephone: Indicate the telephone number where the interviewer can be reached.

5. Type of Request: Check the appropriate box.

- A. Regular Approval: Request for authority to fill a position now vacant or about to be vacated. Approval is required for all city positions unless exempted by the Finance and Personnel Committee. (See below for authorized exemptions.) Authority to fill is valid for six months from the date of approval, even if the position is filled and again vacated within that period, or within 12 months of its creation if the recruitment process begins during the first six months.
- B. Renewal of Authority: Extension of authority to fill a position for an additional six month period. Renewal of authority is requested in the same manner as regular authority, prior to the expiration of the regular authority. If renewal is requested, indicate the last date the Finance and Personnel Committee approved this position in Box 6.
- C. Finance and Personnel Committee Approval Not Required: The Finance and Personnel Committee does not require some positions to be approved by the Committee, even though these may be subject to review, on an exception basis, whenever such review shall be deemed advisable. Although Committee approval is not required, **submit a vacancy form to the Budget Office** requesting the proper action of DER. The following positions do not require Committee approval:
  - 1) All NEW positions within the first six months of their creation or within 12 months of their creation if the recruitment process begins during the first six months.
  - 2) All SEASONAL positions used for peak period activity.
  - 3) The following positions in the Department of Public Works and its divisions only:

Asphalt Worker

Cement Finisher

Urban Forestry Specialist

Urban Forestry (Specialist) Trainee

Bridge Laborer I, II, III and Auxiliary

City Laborer

Crane Operator

Emergency City Laborer

Engineering Intern

Urban Forestry Laborer

Laborer (Elec. Services)

Labor Crew Leader I

Operations Driver Worker

Parking Checker

Public Works Inspector I

Public Works Inspector II

Sewer Laborer I and II

Special Pipe Yard Laborer

Special Street Repair Laborer

Water Distribution Laborer

Water Plant Operator I

Water Plant Operator Trainee

- 4) The following positions **not** in the Department of Public Works:

Accounting Intern	Legislative Assistants
College Intern	Library Circulation Assistant I, II and III
Graduate Intern	Library Circulation Aide
High School Intern	School Crossing Guard

- 5) Elected officials and certain appointed officials are exempt from this procedure by reason of State statutes. Please contact the Budget and Management Division for clarification of this status for a particular position.

D. Temporary Appointment: The term “temporary appointment” is an appointment made according to Rule IX, Section 2 of the rules of the City Service Commission. The Budget and Management Director may grant approval for up to 45 days. Subsequent extensions must be approved by the Finance and Personnel Committee.

E. City Service Status:

- 1) Select “Non-Exempt” if the position is subject to city service laws and regulations.
- 2) Select “Exempt” if the position is exempt from city service laws and regulations. **Note:** Exempt authority for a position exempted by earlier City Service Commission action ends when the position is vacated by the incumbent. New exemption authority must be obtained from the commission if it is desired for the vacated position (see personnel policy no. 88/2). Do not indicate city service status as exempt unless exempt authority for the vacant position has been requested of and approved by the City Service Commission

F. Type of Position: Check the appropriate box.

G. Fill Type: Check the appropriate box.

- 1) Internal: Indicates the position will be open only to existing city employees.
- 2) External: Indicates no current city employees are eligible, qualified, or interested in the position and the position will likely be filled by someone currently not employed by the city.
- 3) Int/Ext: Indicates the position will be open to both current city employees and those not currently employed by the city.

6. Last Finance Committee Approval Date: If the department is seeking renewal authority for an authorized position that was not filled within six months of previous committee approval date, enter the renewal date.

7. Classification: Indicate whether DER is currently studying the position to determine whether it is properly classified.

8. Number of Positions Authorized in Department with the Above Title: Indicate the number of positions in the current budget within the requesting decision unit.

A. Total Number Requested: Indicate the number of positions requested to be filled at time of submission.

B. Vacancies Previously Approved: Indicate the number of positions with this title that the Finance and Personnel Committee has approved in the last six months but which have not yet been filled.

9. Indicate the Total Number of Positions Filled, Excluding Those Requested: Enter the number of persons filling the position, excluding those that the department is requesting or requisitioning, in the race/gender table. The total automatically sums in the upper left hand box. For example, if two Hispanic females currently fill the position, enter “2” in the Hispanic female box.

10. Underfilling: The term “underfill” is used to designate the condition where an employee has been appointed to a class which is at a level lower than for which is authorized by the City of Milwaukee Positions Ordinance. If the

position is to be underfilled, check the “Yes” box, indicate the title and pay range at which the position is to be filled, and submit a form CS-107 form found on DER’s Intranet page.

11. Source of Funds: Indicate what type of funding the salary of this position will be charged against. If the position is to be funded through a mix of sources, check the “Other” box and explain the mix. If the position is to be funded fully or partially through a grant, complete question 12.
12. If the Position is Funded Fully or Partially by a Grant: List the name of the grant.
13. Will this Position Have Direct Contact with the Non-English Speaking Residents of Milwaukee? Check the appropriate box.
14. New or Existing Position: Check the appropriate box. If the position was newly created in the last budget or through resolution, mark “New” and give the ordinance and file number that authorizes the position. If the position has had a current or prior incumbent, check “Existing” and complete the following table.
15. Incumbent Table: If the position has had prior incumbents, list the name of the current or prior incumbent for every position requested. List the relevant dates, and where the employee worked. If the employee was promoted or transferred within the department, list the title of the new position. If more than four positions of this title are requested, list the names of all incumbents on additional pages.
  - A. Name of Incumbent (Present or Last): Enter the name of the individual who last filled, or is currently filling the position.
  - B. Last Date Employee Was or Will be Working in this Position: Indicate the last date that the present incumbent will actually be at work in this position. If the position is not presently filled, indicate the last date that the last incumbent worked in this position.
  - C. Last Date Employee Was or Will be on Payroll: Indicate the last date that the present incumbent will be on the payroll in this position. If the position is not presently filled, indicate the last date that the last incumbent was on the payroll in this position.
  - D. Work Location: Specify the building or other location where the individual who fills the position will work. If this is a position which regularly operates in the field, specify the general area in which the individual carries out his or her duties and the building and location where the individual reports for duty or maintains an office.
  - E. Promoted/Transferred: Indicate with a “yes” or “no” whether the incumbent was promoted or transferred to another position within the department. If “Yes” list the title of the position to which the incumbent was promoted or transferred.
16. Explain Why it is Necessary to Fill the Position: Explain consequences, impact on service levels, etc., if the position is not filled.

## SECTION II: ACTION REQUESTED OF DER

1. Check all boxes that apply. For more information, consult the City Service Rules located on DER’s Intranet site. If provisional or temporary appointments are requested, included the name of the employee who will fill the requested position.

## IV. SIGNATURES

ALL REQUESTS MUST BE SIGNED BY THE DEPARTMENT HEAD. ALSO ENTER THE DATE THE DEPARTMENT HEAD SIGNS THIS REQUEST.