



**City Administrator**

Rebecca N. Grill

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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: April 1, 2015

Attached is Sally Nusslock's request to fill a vacant position of Community Health Nutritionist at the Health 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  
Sally Nusslock

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**Public Health**  
Prevent. Promote. Protect.

West Allis Health Department

# Memorandum

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**TO:** Rebecca Grill, City Administrative Officer  
**FROM:** Sally Nusslock, Health Commissioner  
**DATE:** March 31, 2015  
**SUBJECT:** Request to Fill Vacancy

I am asking for approval to fill a vacancy in the position of Community Health Nutritionist.

The employee currently in this position has resigned to take an expanded position with their other current employer. Their last day of employment with the City was March 26th.

This position is critical to maintain service provision levels to individuals who utilize our Women, Children and Infants (WIC) program.

Please contact me if you have questions or need additional information.

Thank you!

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**Health Department**  
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**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: Community Health Nutritionist I
2. Department/Division: Health/Community Health Services
3. Vacancy Date: March 26, 2015
4. Vacancy Reason: Employee Resignation
5. a. What are the specific work responsibilities of the position?
  - Nutrition Assessment and education along with enrollment for clients in the Women Infants and Children Program
- b. How many other such positions exist in this Department?
  - 3
6. What are the reasons why the position must be filled?

Maintain contracted caseload enrollment for the Women Infants and Children Program
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.
    - Inability to meet enrollment standards for contracted Women Infants and Children Program
    - Reduced service to residents and clients enrolled in the program
  - b. Service to staff.
8. What is the fiscal impact related to filling this vacancy?
  - This is a budgeted position funded by our Women Infants and Children program grant through the State of Wisconsin.
9. Remarks/Comments:

Signature:   
Title: Health Commissioner

Date: 03/31/2015