



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
City Administrative Officer  
Clerk/Treasurer


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**MEMORANDUM**

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,  
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: March 31, 2011

Attached is Sally Nusslock's request to fill the upcoming position vacancy of Public Health Nurse at the West Allis 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.

PMZjfw

cc: Mayor  
HR Division  
Sally Nusslock

ADM\Vacpos\VACPOSREQ PubHlthNurse 122011

**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: Public Health Nurse
2. Department/Division: Health/Community Health Services
3. Vacancy Date: December 23, 2011
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?  
Communicable disease case investigation and control  
Respond to public health emergencies  
Child health assessment and screening  
Prenatal Care Coordination  
Newborn Home Visits  
Coordinate community health services for the elderly  
Assist residents in accessing needed health services  
Immunization clinics  
Participate in community coalitions to promote health outcomes
- b. How many other such positions exist in this Department?  
Nine (7.8 FTEs)
6. What are the reasons why the position must be filled?  
Services provided by Public Health Nurses impact the health of individuals and the entire community.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.  
Reduction in the number of clients that can be seen and the services offered.
  - b. Service to staff.  
Unable to meet minimal staffing levels and use of overtime.
8. What is the fiscal impact related to filling this vacancy?  
Currently budgeted position
9. Remarks/Comments:

Signature: Sally Nussloch Date: 12-8-2011  
Title: Acting Health Commissioner