



**Sally J. Nusslock**  
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## MEMORANDUM



**To:** Rebecca Grill, City Administrator  
**From:** Sally Nusslock, Health Commissioner/City Sealer  
**Re:** 2018 Budget - Position Update  
**Date:** March 15, 2018

As part of our approved Department reorganization we created a Public Health Nurse Coordinator level in the Community Health Services Division.

During the 2018 budget planning period the number of eligible staff that would move to this level were not identified. Therefore, our 2018 budget and Department Business Plan listed the positions as Public Health Nurses.

We are completing the process of promoting the eligible staff to the Public Health Nurse Coordinator positions. One of the steps in this process is updating our 2018 Business Plan and Budget Summary to update the numbers.

I am respectfully requesting the authorization to promote current employees to the Public Health Nurse Coordinator positions and that the appropriate 2018 Budget documents be updated to reflect the following changes:

**Current:**

1 DEPUTY HEALTH COMMISSIONER  
9 PUBLIC HEALTH NURSES (8.5 FTE)  
2 COMM HEALTH TECH (1.4 GEN FUND .2 GRANT FUND)  
2 PUBLIC HLTH SPECLST (1.4 GEN FUND .5 GRANT FUND)  
1 COMMUNITY HEALTH WORKER (.1 LTE GRANT FUND)

**Proposed:**

1 DEPUTY HEALTH COMMISSIONER  
5 PUBLIC HEALTH NURSES (4.5 FTE)  
4 PUBLIC HEALTH NURSE COORDINATORS (4.0 FTE)  
2 COMM HEALTH TECH (1.4 GEN FUND .2 GRANT FUND)  
2 PUBLIC HLTH SPECLST (1.4 GEN FUND .5 GRANT FUND)  
1 COMMUNITY HEALTH WORKER (.1 LTE GRANT FUND)

Please let me know if you have questions or need additional information.