



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: August 29, 2011

Attached is Terry Brandenburg's request to fill a vacant Public Health Nurse position 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
Terry Brandenburg

ADM\Vacpos\VACPOSREQ PubHlthNurse 090611

**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: July 29, 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: Ty Beaman

Date: 8/29/11

Title: Health Commissioner

RECEIVED
AUG 30 2011
CITY OF WEST ALLIS
CAO