



**Rebecca Grill**  
City Administrator  
rgrill@westalliswi.gov  
414.302.8294

## MEMORANDUM

**TO:** Administration & Finance Committee  
**FROM:** Rebecca Grill, City Administrator  
**DATE:** February 14, 2019  
**SUBJECT:** Department Request to Fill Position

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Attached is Sally Nusslock's request to fill the upcoming vacant position of Public Health Nurse 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 Dept.  
Sally Nusslock

ADM\Vacpos\VACPOSREQ Hlth.PHNurse.030519



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

**Sally Nusslock**  
Health Commissioner  
Health Department  
snusslock@westalliswi.gov  
414.302.8627

### MEMORANDUM

**TO:** Rebecca Grill, City Administrative Officer  
**FROM:** Sally Nusslock, Health Commissioner/City Sealer  
**DATE:** February 27, 2019  
**SUBJECT:** Request to Fill Upcoming Vacancy

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I am requesting approval to fill an upcoming vacancy for a Public Health Nurse position.

The employee in this position has resigned to take another position in the private sector. Their last day of employment with the City is March 8, 2018.

This position is critical to maintain State mandated services and to assure the health and safety of our residents, employees and other individuals in West Allis.

I have attached the "Request to Fill Position" form and the most current job description questionnaire.

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

Thank you!

Sincerely,

A handwritten signature in blue ink that reads "Sally Nusslock".

Sally Nusslock  
Health Commissioner

Enclosures



# Request to Fill Position

Submit this form, a memorandum and current position description via email to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.



Department/Division: Health/Community Health Services Position Title: Public Health Nurse

Reason for Request:  New Position OR

Replacement to Staff - Date of Vacancy: 3-8-2019 Person Replaced: Elizabeth

Carpentier

Position Status:  Full-time  Part-time AND  Regular  Temporary  Provisional  Special  Other

- If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment:

Funding Source:  Operating  Grant  Other:

Anticipated Date for Filling Position: March 2019

Is the position required for fiduciary, legal or compliance requirements?  No  Yes, describe: Local Public Health Departments are required to have a generalized public health nursing program to meet State mandated services.

Why is it necessary that this position be filled? What operational needs does this position fulfill? Public Health Nurses provide communicable disease prevention and control. They provide a broad array of services, in a variety of settings, to residents across the entire lifespan. Public Health Nurses are involved in community coalitions, community assessments planning and population services.

What will be the impacts on service functions to the public if the position is not filled? There would be a reduction in service provision, delays in communicable disease follow up, and delays in implementing strategic plan and Community Health Improvement Plan activities.

What will be the impacts on service to city staff if the position is not filled? Public Health Nurses provide some occupational health screenings (hearing, spirometry and TB skin testing) and flu immunizations for City employees. This service is not a mandated function and would be impacted by a workforce reduction.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) A reorganization was done in 2018. This is a critical position for service delivery and cannot be delegated to a lay staff level position.

How has this vacancy/need been covered so far? Existing staff will have to pick up workload. Will have to prioritize assignments and work.

How many other similar positions exist in this department? 8 FTE



### Requestor Information

Name: Sally Nusslock Title: Health Commissioner/City Sealer Department: Health

Signature:  Date: February 27, 2019

Attached:  Memorandum  Current JDQ

## Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
<b>Employee Name</b>		<b>Employer Name</b>	City of West Allis
<b>Job Title</b>	Public Health Nurse	<b>Work Location</b>	West Allis Health Department
<b>Department</b>	Community Health Services	<b>Division</b>	Nursing/ Community Health Services
<b>Full-Time / Part-Time</b>	Full Time	<b>Part-Time (Hrs per Wk)</b>	
<b>Supervisor Name</b>	Yvonne Duemke	<b>Supervisor Title</b>	Director of Community Health Services

## SECTION 2

### DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

**Frequency Codes:** Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

#### Primary Duties

**Immunizations** – Program management including providing annual Vaccines for Children (VFC) Program and Storage and Handling Policy Training, vaccine inventory, issuing requests for more vaccine and supplies for the clinic, interagency vaccine transfers, updating biological list, registering clients, immigration vaccination follow-up (f/u) and using language line for non-English speaking clients, electronically making appointments, checking Wisconsin Immunization Registry (WIR) records and school records and calling other providers for records and/or faxing them records, revising and updating vaccine information sheets for accuracy then reviewing possible side effects /adverse effects with clients, assuring guardianship and faxing appropriate vaccine administration/medical history records to parents for completion and signatures as needed, providing appropriate vaccinations to clients of all ages utilizing our policies, and at times needing to deal with emergency situations when client faints or has adverse reaction to vaccinations. Flu clinics- program management including input on vaccine inventory and issuing requests for more supplies for the clinic as well as scheduling on and off site clinics (including staffing assignments), preparing materials needed for off-site flu clinics, calling to remind clients of appointments, getting all necessary paperwork and supplies ready for each clinic, whether on-site or off-site, providing immunization injections and completing paperwork for vaccines given.

**Lead Nurse/Phone duty** – Assuming lead role for the Community Health Services Division, and at times, the entire Health Department, which encompasses locating referrals and Communicable Disease Reports (on Wisconsin Electronic Disease Surveillance System or WEDSS) and assigning follow-up to Public Health Nurse (PHN), trouble-shooting issues that arise and contacting the proper authorities as needed (i.e. the Director of Community Health Services, the Health Commissioner, the State), granting requests for time off dependent upon staffing. Phone duty consists of taking phone calls from the public and other agencies-assisting them as needed by locating and offering resources and/or taking referrals for PHN f/u case management, pregnancy testing/counseling, blood pressure screening/counseling, head lice checks/education, assisting clients with access to care, express enrollment, and other insurance and benefit programs, checking temperature on vaccine refrigerators and freezer, providing resources and assisting members of the community who walk in to the Health Department, and answering questions for the other divisions in the Health Department when they have

**Frequency**

**% of Annual Total Time**

D

20%

D

20%

<p>no one available, offering support and assistance with threatening situations, accepting and checking in vaccines as they arrive.</p>	<p><b>Communicable Disease</b> – Following up on reportable diseases (Category I, II or III per State Statutes HFS 145.04 ) with clients/contacts via phone, clinic, schools, email or mail to provide education regarding communicable diseases; interviewing clients regarding their risk factors for communicable disease, entering information into the Wisconsin Electric Disease Surveillance System( WEDSS), following up with health care providers to make sure patient was contacted and treated, Sexually Transmitted Disease (STD) education with clients and contacts, creating line lists for respiratory or Gastrointestinal (GI) disease outbreaks at nursing homes, schools, or work with day care centers for any disease outbreaks and provide letters and information on diseases for parents, work with contacts at the State of WI regarding disease outbreaks. Follow up on new and emerging diseases (e.g. Zika Virus, Ebola, ElizabethKingia).</p> <p><b>Tuberculosis</b>- PHN also provides Tuberculosis (TB) skin testing and accurately reads results, f/u with positive skin tests- sending referrals to TB Clinic for chest x rays, providers, and possibly starting medications through the State; case management of latent TB cases, and providing Directly Observed Therapy (DOT) for active TB clients as well as case management of active TB clients, their families, their employers and contacts (updating and consulting with physicians, coordination of DOT schedule, medication pick-up and organization, problem solve issues that arise). Providing clients with instructions and biological specimen kits- then sending the specimens to the State labeled and in appropriate leak-proof biohazard containers.</p>	<p><b>Maternal and Child Health:</b> For each of the following programs, Public Health Nurse II collect data on a variety of topics pertaining to the specific program, maintain the program by reviewing and updating all paperwork needed for each program, and attend trainings or meetings to keep staff up-to-date on the program. These interactions can occur at the client's home, the WAHD clinic, or via telephone contacts.</p> <p><b>First Breath</b>- Smoking cessation program in which PHNs meet with clients each trimester and post-partum to assess their smoking habits while providing counseling for smoking cessation. There is documentation that is sent to the Wisconsin Women's Health Foundation for their records as well.</p> <p><b>Prenatal Care Coordination (PNCC)</b>– Pregnancy education and support program in which PHNs meet with clients face-to-face in WIC or separately via outside referrals to assess their need. This program involves developing care plans, assembling resources, meeting with clients to provide pregnancy and parenting education, depression screening, following guidelines from the State to ensure proper documentation and follow up.</p> <p><b>Child Care Coordination (CCC)</b>– Extra support following the birth of baby. This program involves meeting with parent and child(ren) to assemble resources, complete developmental screenings, weights and measurements taken, and providing parenting education with client. Documentation of visits is also completed.</p> <p><b>Newborn/Post-Partum Visits</b>– Make phone call or send letters to newborns born to high-risk mothers, or premature newborns, offer newborn/postpartum visit to provide education and resources for the parents, which often leads to future visits and follow up to assess the growth and development of the infant.</p> <p><b>Storks Nest</b>- Collaboration with the funding sources (March of Dimes, Zeta Phi Beta) to provide prenatal incentives for eligible clients who participate in WAHD programs. Staff is to buy and distribute incentives to</p>
	<p>D</p>	<p>W</p>
	<p>20%</p>	<p>10%</p>

<p>clients, and maintain inventory list.</p> <p><b>Cribs for Kids Pack N Play Program-</b> Program for clients without a safe place for their infant to sleep. As clients are referred, PHNs provides safe sleep education, demonstrate how to assemble the Pack N Play, watch client demonstrate assemble of Pack N Play back, and complete legal paperwork. Follow up is done to ensure Pack N Play is being used correctly.</p>		
<p><b>Workgroup/Committee Meetings and Assistance with Program Management</b> – Assist the Director of Community Health Services in the planning and implementation of grants, programs and services within the Community Health Services Division, the West Allis Health Department and the City of West Allis and Village of West Milwaukee. This may include facilitating or partaking in meetings or workgroups, supply inventory tracking, scheduling, staffing, collaboration with community partners and other city departments, data collection and evaluation. Examples of the different areas that Public Health Nurse IIs help manage or participate in, includes, but is not limited to the following:</p> <ul style="list-style-type: none"> <li>- Programs within the Community Health Services Division: These programs are services generally offered to the public, including City employees, and may include Love and Logic Parenting Program, Holiday Helper, Prenatal Care Coordination, Child Care Coordination, First Breath, Immunizations, Asthma Walkthrough Program, Clinic Site Outreach services, School Liaison services, and Occupational Health Services.</li> <li>- West Allis Health Department workgroups and committees: These workgroups or committees are meant to improve the health and wellbeing of the communities served by the health department and to enhance our own organizational excellence. This may include workgroups such as the Internal Community Health Assessment/Community Health Improvement Plan Oversight Team, WAWM Community Garden Committee, WAHD Marketing Committee, WAHD Communications Committee, Healthy Lifestyles Workgroup, Fatherhood Initiative, Quality Improvement/Performance Management Team, WAHD Clinic Emergency Preparedness Team, and more.</li> <li>- Grants, which may come from a variety of sources and focus on areas such as Maternal Child Health, Healthy Homes, Blood Pressure, Emergency Preparedness, or another emerging topic in public health.</li> <li>- West Allis/West Milwaukee coalitions: Act as a participant and Health Department representative in coalitions and taskforces such as Commission on Aging, WAWM Community Coalition (alcohol and drug prevention), WAWM Heroin/Opiate Taskforce, and Community Asthma Network.</li> </ul> <p><b>Community Referrals</b> - When referrals are made, PHN makes contact with client to assess client's health and home environment, provide resources for client's particular needs, follow-up done with client, continued home visits if needed. Documentation of visits completed in FSR. Case management done to facilitate health promotion, as well as addressing a variety of problems in the home including hoarding, unsafe living conditions, lack of appropriate care in the home and self-neglect. Collaboration with other stakeholders (i.e. Department on Aging, Bureau of Child Welfare, WAFD, WAPD, Interfaith, St. Center, Decluttering agencies).</p>	<p>N</p> <p>10%</p>	
<p><b>Mentoring student nurses</b> –Orientation to the various Community Health Programs and work with student nurses to further their understanding of the role of public health and the programs and services that the nurses at the WAHD provide, meet with instructor to provide feedback regarding evaluation of students and the student</p>	<p>D</p> <p>11%</p>	
	<p>N</p> <p>1%</p>	

nurse program.		
<b>Continuing Education</b> – Participate in webinars, conferences and meetings on a variety of public health related topics.	M	1%
<b>Childhood Lead Prevention</b> –Wisconsin Childhood Lead Poisoning Prevention and Control Handbook and State Statutes 250 and 254. Make phone calls, send letters, and offer home visits to parents/guardians of WA/W/M children with elevated blood lead levels; provide education and informational materials to parents, follow up with rechecks of blood lead levels as needed. Recall Wisconsin Blood Lead Registry (WBRL) records for updated blood lead levels, and follow up with parent again if needed. Coordinate care with physician.	N	2%
<b>School Health</b> – Program management. PHN meets with school principals and/or secretaries in the beginning of the school year to discuss health department services, provides education and assistance to the school regarding immunization laws, follows up with school periodically throughout the year, educates the schools about reporting any communicable diseases and outbreaks to the Health Department, provides letter to be distributed to school parents when applicable, works closely with school staff, school district nurses, and families by making phone calls and providing education to prevent the spread of disease. PHN meets with School District nurses at least annually to discuss school needs and news. PHN also assists with mock interviews at the high schools and provides presentations to Intermediate and High School students on “Becoming a Nurse/PHN”.	N	2%
<b>Interviewing new PHNs/Preceptor</b> - Assist the Director of Community Health Services in the interviewing process for new PHN hires, and assume the preceptor role to new PHNs by providing individualized orientation to engage learning, while offering support, encouragement, and teaching at the practice point. This includes evaluating the orientation accomplishments and shortfalls of the new hires and reporting these to the Director of Community Health Services. PHN’s are also a part of the committee that developed the policy and created forms, and continue to meet to evaluate and improve the process and forms.	N	1%
<b>Emergency Preparedness</b> – Steering committee involvement in planning, scheduling, ordering inventory, collecting data and managing aspects of Mass Clinic Emergency Drills. Actively participate in internal and external emergency preparedness trainings and drills for mass clinics and emergency situations. Participate in meetings discussing large scale emergency preparedness. Complete mandatory Incident Command System/FEMA trainings. Belong to Wisconsin Emergency Assistance Volunteer Registry (WEAVR). Maintain emergency cart in clinic.	N	2%

### SECTION 3

### TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Office (Word, Excel, Access, Outlook, Power Point, Library, Documents), computer, printer, fax machine, scanner, multi-line phone system, cell phone, tablet, DVD player, laptop computer, WEDSS (Wisconsin Electronic Disease Surveillance System), WIR (Wisconsin Immunization Registry), Novatime, vaccine storage equipment, digital thermometers on vaccine refrigerators and freezer, blood pressure equipment, stethoscope, adult



and infant scales, all equipment and medical supplies needed to provide immunizations, Automated External Defibrillator (AED) in case of medical emergencies, alarm system to open and close the building, and personal vehicle for home or school visits.

## SECTION 4

## JUDGMENTS / DECISION-MAKING

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
<p>Trouble-shooting issues that arise while Lead Nurse.</p>	<p>Solutions vary depending on the situation. Referring to policies and procedures of the Health Department, calling State authorities for guidance, calling WAPD and/or WAFD for emergency assistance.</p>	<p>WAHD Immunization Policy and Procedure Manual State Epidemiologists, WAPD, WAFD, 211 Impact, Bureau of Child Welfare, Department on Aging, Mobile Urgent Treatment Team (Mental Health), Wisconsin Department of Health Services, (again-it depends on the situation).</p>	<p>Public Health Nurse II, Director of Community Health Services, Health Commissioner</p>
<p>Determining what immunizations are needed for children or adults who are behind on their regular immunization schedule and also determining what immunizations can be provided by the VFC Program for adults.</p>	<p>Solutions vary depending on the situation and how many immunizations the client wants at one visit, or their ability to make subsequent visits.</p>	<p>Wisconsin Immunization Registry, WAHD Immunization Policy and Procedure Manual, Vaccines for Children (VFC) guidelines, Advisory Committee on Immunization Practices, the Wisconsin Department</p>	<p>Public Health Nurse II, or Director of Community Health Services, if available.</p>

	<p>City and sometimes non-residents who call in or walk-in to the WAHD with any variety of problems, needing resources, recommendations or medical attention.</p>	<p>Solutions vary depending on the situation. Sometimes the situation requires a physician referral, resources on how to obtain health insurance, information on clinics with sliding scale fees, and various community resources and programs. Referring non-residents to their local health department or local resources.</p>	<p>of Health Services, and Public Health Nurse II</p> <p>Personal nursing assessment skills are required to determine the most immediate or important need that a client has, various resources collected by the West Allis Health Department nurses, Community or County Programs and Resources, and Impact 211.</p>	<p>Public Health Nurse II or the Director of Community Health Services.</p>
<p>Determining the type of follow up needed for new or unusual communicable diseases that are reported to the WAHD.</p>	<p>Each communicable disease has its own questionnaire and follow up that needs to be done, lab samples may need to be collected and sent to the state. Coordination needs to be done with other health departments if the client lives or works in another community, physicians, and other impacted agencies.</p>	<p>Wisconsin Department of Health Services, Epinet, Control of Communicable Diseases Manual and the Policy and Procedure Manual.</p>	<p>Public Health Nurse II, Director of Community Health Services.</p>	
<p>Program management and caseload management, determining priorities and organizing work load.</p>	<p>Must determine what needs are the most important, what has to be done by a certain time or deadline, and determine how to best organize the work load for efficiency while still getting everything done that needs to be done. This includes scheduling meetings with clients and/or community partners.</p>	<p>Nursing assessment and judgment, personal organizational skills.</p>	<p>Public Health Nurse II</p>	
<p>Computer/Printer problems</p>	<p>Problems arise with our computers or printers, which may impact timeliness of work. Assistance is needed to solve these problems.</p>	<p>IT department for computer issues, Impact for printer issues, or other co-workers</p>	<p>None</p>	

## SECTION 5

## WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Director of Community Health Services	Inquiry and advice related to the job.	The director oversees the Public Health Nurses.
Public	Customer service, education, immunizations, etc.	The public is our main customer.
Public Health Nurses	Consultation on cases or programs.	Collaboration with other nurses in the Community Health Services department.
Environmentalists	Environmental concerns related to cases or phone calls from the public that come in to the health department.	Customers often have both health concerns and problems with their living environment that may need a consultation with an Environmentalist.
Health Educator	Collaboration on events.	Work with Health Educator for events both inside and outside of the Health Department.
Dental Hygienist	Collaboration regarding clients.	Many of our clients need dental referrals or assistance, and the nurse works with the hygienist to provide complete care to our clients.
WIC staff	Collaboration regarding clients and their appointments.	WIC staff helps refer clients to various programs provided by the health department nursing staff, often there needs to be collaboration regarding our clients so that we can both see clients when they come to the clinic.
Health Commissioner	Policies and procedures.	Approves policies and procedures of the WAHD.
Health Department Front Office Staff	Help with formatting computerized forms, finding files, typing and filing.	Front office staff takes phone calls and provides office duties for nursing staff.
Public Health Specialists	Collaboration and committee work.	They are experts on health department accreditation and various health department programs, functions, and grants.
Schools	Meeting with school leaders, school staff and district nurses.	Informing schools about the services the health department can provide to them, making sure school contact the public health nurse for any disease outbreak concerns, immunization issues, head lice and resources.
City of West Allis Employees	Face-to-face meetings, telephone calls or email to discuss employee/community needs.	To ensure continuity of care and resolution of issues.
Wisconsin Department of Health Services	Contacts through phone and email, occasional personal contact at seminars or meetings.	Nurses work closely with state employees on communicable diseases to make sure the correct follow up, care and

		education is done. Consultation for program management.
Medical Providers	Phone, fax, and email contact.	To ensure continuity of care.
Other Health Departments	Coordination of care.	Continuity of care for clients with issues reaching beyond our jurisdiction.
West Allis Police and Fire Department	Coordination of care and referrals.	Provide information to WAPD or WAFD regarding referrals that were given to the WAHD, joint visits with clients, and Police assistance to home visits when needed.
Community Partners	Committees, Programs and Task Forces.	To benefit our residents and Community Health Improvement Plan.
Department on Aging	Coordination of care and referrals.	Work jointly and individually on programs, services to provide options counseling and resources, and protect our aging residents.
Division of Milwaukee Child Protective Services	Coordination of care and referrals.	Work jointly and individually on referrals to protect our children.

## SECTION 6

## SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants	X		
Hire / Promote Employees			X
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others	X		
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others			X
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)	X		

Approve Overtime			X
Approve Time Off Request For Others	X		
Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	
<b>Job Title</b>	<b># of FTEs</b>		

SECTION 7 WORK ENVIRONMENT / PHYSICAL REQUIREMENTS				
Please indicate the amount of time typically spent in the following categories.				
Physical Requirements	[Place an 'X' in the appropriate cells]			
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds		X		
Sitting				X
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending			X	
Pushing / Pulling / Reaching Above Shoulder		X		
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment				X
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)	X			
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X	
Outdoor Weather Conditions			X	
Hazardous Fumes or Odors / Toxic Chemicals			X	
Confined Spaces (as identified by OSHA)	X			
Close Proximity to Moving Machinery / Equipment	X			
Bodily Fluids / Communicable Diseases				X

Working Alongside Moving Traffic on Roads		X	
Electrical Hazards		X	

**SECTION 8** **ADDITIONAL EMPLOYEE COMMENTS**

Please identify any other information that would help someone else understand your job more clearly:

**Each day is different** at the health department and nurses have to be prepared for anybody who walks in to our lobby, anybody who calls the health department, or any problems or diseases reported to the health department. Nurses also have to be prepared for a variety of situations that are presented when visiting clients in their home including; hostile individuals, garbage, hoarding, pets or rodents, strong odors, structural problems, unsanitary conditions and hazardous materials. We provide comprehensive professional community health services to all ages, from prenatal to the elderly. Nurses need to constantly use their assessment skills to problem solve a variety of situations. Nurses make judgments in the planning, directing, and evaluation of care that is given by themselves and others working with the clients. Nurses need to be able to work nights or weekends when needed for immunization clinics, flu clinics, community events or emergency situations.

Often as Lead Nurses, we are responsible for making independent decisions while trouble-shooting and problem solving issues that arise in the office, clinic, or via phone, fax, email and other sources without "hands-on" supervision. These issues can vary from irate clientele, to local, state, and/or federal communicable disease situations.

In 2012, our Assistant Director of Community Health Services left the department, and the combined talents of our skilled and seasoned PHN IIs have assumed responsibilities of that position and have kept this division and the West Allis Health Department running smoothly as a State of Wisconsin Level 3 (top level) Health Department and the first health department to become nationally accredited in Wisconsin.

**TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR**

**SECTION 9**

<b>SECTION 9</b>		<b>SUPERVISOR INFORMATION</b>	
<b>Supervisor Name</b>	Yvonne Duemke	<b>Supervisor Title</b>	Director of Community Health Services

**SECTION 10**

<b>SECTION 10</b>		<b>EDUCATION REQUIRED FOR HIRE</b>	
<b>Level of Education</b> (Select one with an "X")		<b>Field(s) of Study</b>	
Less than High School Education		n/a	
High School Education (or Equivalent)			
One Year Certificate (or Equivalent)			
Associate's Degree (or Equivalent)			
<input checked="" type="checkbox"/> Bachelor's Degree		Bachelor of Science in Nursing (BSN) from an accredited college	
Master's Degree			
Professional Degree (Law, Medicine, etc.)			
PhD w/ Dissertation			
Other:			

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

**SECTION 11**

<b>SECTION 11</b>		<b>TOTAL EXPERIENCE REQUIRED UPON HIRE</b>					
		[Place an "X" in the appropriate cells]					
<b>No Experience</b>	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							
<b>Three (3) years of professional public health nursing paid nursing experience with at least one (1) year experience at the West Allis Health</b>							

Department. Bilingual in English/Spanish desirable.

SECTION 12 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB			
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Wisconsin licensure as a Registered Nurse	State test	X	
Wisconsin Driver's license and good driving record	State test	X	
Healthcare CPR/AED	Classroom with competency testing		X
Blood borne pathogens	Webinar with quiz		X
Incident Command Structure (ICS) 100, 200, 700	Webinar and modules with quiz		X
Suspected Child Abuse and Neglect Mandated Reporter Training	Wisconsin Dept. of Children and Families training		X
Competent in use of office computer/software including but not limited to Microsoft Office Suite			X
HIPAA	Webinar		X
Spirometry testing, Fit testing for Personal Protective Equipment (PPE)	Individual testing and fit of PPE		X
Certificate of Occupational Hearing Conservation	Council for Accreditation in Occupational Hearing Conservation - Classroom and testing for Certification		X-only if involved in OHS program
NIOSH (National Institute for Occupational Safety and Health) approved Spirometry Certification	CDC (Center for Disease Control and Prevention)		X-only if involved in OHS program
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			
City pays for nursing licensure renewal and provides an automobile allowance and any expenses for required training, certification.			

SECTION 13 SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
JDQ Section	Comment / Clarification / Addition
2	This position is under the direction of the Director of Community Health Services and exists as a result of Wisconsin Administrative Rule 140.04 (1) which states the local health department has the responsibility for developing and maintaining the public health system for the area of the local health department's jurisdiction. Our task is to provide or arrange for the following services: public health nursing services,



	<p>communicable disease services to prevent and control, services to prevent other diseases and promote health, removal of human health hazards and services to prevent future incidence of occupational disease. Public Health Nurses provide services to the individual, family, and community and support population-based programs.</p> <p>Community Health Services is in the process of a reorganization which eliminates the position of the Assistant Director of Community Health Services and adds a PHN III tier for the primary purpose of assuming program management activities in addition to other delegated responsibilities. This organizational change is to provide the highly experienced public health nurses with additional challenges, professional growth opportunities/responsibilities, provide broader staff support, and the provision of an expanded career ladder. As part of this process, updating the PHN I, PHN II, and Public Health Specialist current job descriptions are being done to more accurately reflect the professional job responsibilities and how the positions relate to the Public Health Core Competencies and Functions, Essential Services of Public Health and better define current responsibilities. The drafted (not reviewed) job descriptions have been attached to the Job Description Questionnaires.</p> <p>Public Health Nurse II is an experienced and professional nurse that performs various comprehensive and complex public health nursing services in a variety of community settings. S/he has thorough knowledge of the approved principles and practices of public health and able to make independent judgments and effective decisions.</p>
2 & 6	<p><u>Program/Project Management:</u> Public Health Nurse II assists with Program Management but does not assume full responsibility for program management. The current Public Health Nurse II job description does include taking a lead role in the development and implementation of specialized services and projects.</p>
2	<p><u>Emergency Preparedness:</u> Participation in WEAVR is voluntary. Management of the WAHD account for WEAVR is done by the Director of CHS.</p>
4	<p>The Director of Community Health Services, Administrative Supervisor, and Health Commissioner can be considered for Resources Available/Used</p>
	<p><u>Screen/Interview:</u> Public Health Nurse II is selected and asked if would like to participate on the Interviewing process of Applicants and able to provides input.</p> <p><u>Prepares Work Schedule for Others:</u> Director of CHS approves vacation/time off requests ahead of time. PHN IIs that work with the PHN Schedule prepare the monthly schedule.</p> <p><u>Provide Work Direction for Others/Lead Nurses</u> may need to adjust schedule assignments if there are ill calls or other staffing adjustments needed; Lead Nurses function as resource to less experienced staff and in this role may provide work direction.</p> <p><u>Evaluate Performance of Others/Train Employees:</u> Public Health Nurse II provides input on student performance and the student program process; provides input on new employee's performance as being the Preceptor to the new employee. Training of employees is part of being a Preceptor.</p> <p><u>Approve Time Off Requests:</u> Public Health Nurse II approves time off requests for the same day for others when in the Lead Nurse position and Director of CHS is not available.</p> <p><u>Develop/Implement Policies:</u> Public Health Nurse II develops and writes policies that need to be approved by Director of CHS or Health Commissioner. Implementation of new or revised policies/procedures main responsibility is that of the Director of CHS with PHN II assisting. If a Health Department wide policy, that falls under the responsibility of the Health Commissioner.</p>
6	
7	<p>Extreme Hot/Cold Temperatures and Outdoor Weather Conditions may occur with travel or when participating in outdoor community events.</p>
8	<p>Comments about each day being different and how the public nurse responds are appropriate. Public Health Nurses at any level are not placed on call. Safety is utmost concern for staff with client visits in which provisions are in place to provide safe client visiting. The majority</p>

<p>of evening immunization clinics are staffed by rotational sign up process. Community events are staffed by a sign up process as well. Staff are requested to be available to work emergency preparedness exercises and emergency situations. Public Health Nurses of all levels need to have the ability to wear Personal Protective Equipment (PPE).</p> <p>Lead Nurses are experienced public health nurses and should be fully capable making independent decisions and have knowledge of the resources to make appropriate decisions. In the event of an usual circumstance, when Director of CHS and Health Commissioner are not in the building, there are plans in place for back up coverage or the ability to be reached with timely response. When the Director of CHS is out of the building, Lead Nurses are assigned with Health Commissioner available as resource or Director available remotely.</p>	<p>Public Health Nurse IIs have assumed more responsibilities when during the reorganizational process to assist with delegation of responsibilities and in preparation for adding a Public Health Nurse III tier after 2013 such as completing the nurses' schedule, additional Lead Nurse assignments with the expectation of being a resource person for staff when Director is out of the building, participation with the PHN interview process, active role on the New Employee Orientation workgroup and Precepting roles, assisting with policies/procedures, and involvement with program and grant activities, all in a progressive and mentoring manner. However, Public Health Nurse II does not have the responsibility to provide supervisory services, evaluation of staff, assist with employee counseling or disciplinary actions, establishing and providing infection control services for at-risk employees, or full implementation, evaluation, and supervision of CHS programs and grant management as these are responsibilities of the Director of CHS. Health Department wide engagements, leadership and Community Health Assessment, Community Health Improvement Plan, Strategic Planning, Accreditation processes, leadership and professional skill building along with program management knowledge have been introduced and implemented to provide the professional growth opportunities and experience for advancement to Public Health Nurse III for the highly experienced Public Health Nurse II. There are varying levels of skills and knowledge of the 6 PHN IIs.</p>					

**TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE**

**SECTION 14**

**SUPERVISOR INFORMATION**

<b>Administrative Designee Name</b>	Sally Nusslock	<b>Administrative Designee Title</b>	Health Commissioner/City Scaler
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**SECTION 15**

**ADMINISTRATIVE COMMENTS / CORRECTIONS / ADDITIONS**

In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.

<b>JDQ Section</b>	<b>Comment / Clarification / Addition</b>
13	Agree with Supervisor comments.
	Public Health Nurses have taken on additional tasks but not the Assistant Director tasks. All PHNs are an integral part of a team that is responsible for our success in accreditation and in our program provision.
	Currently only Health Departments with Registered Sanitarians and an Agent contract with the State of Wisconsin are eligible to be a Level III Health Department. Public Health Nursing programs/services largely supports the other requirement related to the number/variety of services provided – again they are an integral part of our team.
	During the time that the Assistant Director position was open, part time employees were offered and worked additional hours.
	When it is anticipated that the Health Commissioner <b>and</b> the Director of Community Health Services may not immediately be available by telephone/text/email, a neighboring Health Officer is set as a backup for employees to call should the need arise.