

24.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2013-0423 Request Introduced

Communication from City Administrative Officer regarding request to fill vacant position of Public Health Nurse I at the Health Department.

Introduced: 7/1/2013

Controlling Body: Administration & Finance Committee

COMMITTEE RECOMMENDATION

APPROVE

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>7-1-13</u>			Barczak				
			Czaplewski				
		✓	Lajsic	✓			
			May	✓			
			Probst	✓			
			Reinke				
			Roadt				
			Sengstock	✓			
			Vitale	✓			
		Weigel					
		TOTAL		<u>5</u>	<u>0</u>		

SIGNATURE OF COMMITTEE MEMBER

[Signature] _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION

Approve

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>7-1-13</u>			Barczak	✓			
			Czaplewski	✓			
			Lajsic	✓			
			May	✓			
			Probst	✓			
			Reinke	✓			
		✓	Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
		Weigel	✓				
		TOTAL		<u>10</u>	<u>-</u>		

Unanimous



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


414/302-8294
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

pziehler@westalliswi.gov
www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: July 1, 2013

Attached is Sally Nusslock's request to fill a vacant Public Health Nurse I position in the Health Department.

According to our continuing procedure, these requests are formerly 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.

PMZamn

cc: Mayor
HR Division
Sally Nusslock



Public Health
Prevent. Promote. Protect.

West Allis Health Department

Memorandum

TO: Paul Ziehler, City Administrative Officer & City Clerk/Treasurer
FROM: Sally Nusslock, Health Commissioner ^{SN}
DATE: June 25, 2013
SUBJECT: Request to Fill Vacancy

I am asking for permission to fill a vacancy in the position of Public Health Nurse I

The vacancy is due to a staff termination effective June 21, 2013.

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

Thank you!

Health Department
7120 West National Avenue
West Allis Wisconsin 53214

414/302-8600
414/302-8628 (Fax)

www.westalliswi.gov

**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: June 21, 2013
4. Vacancy Reason: Termination
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?
Ten (7.9 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 J. Nusslock
Title: Health Commissioner

Date: June 25, 2013