



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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City Hall
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West Allis, Wisconsin 53214

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www.westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Upcoming Vacant Position

DATE: May 15, 2013

Attached is Sally Nusslock's request to fill the upcoming vacant position of Community Health Technician 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 CommHlthTech 052113



Public Health
Prevent. Promote. Protect.

West Allis Health Department

Memorandum

TO: Paul Ziehler, City Administrative Officer & City Clerk/Treasurer
FROM: Sally Nusslock, Health Commissioner
DATE: May 7, 2013
SUBJECT: Request to Fill Expected Vacancy

I am asking for permission to fill an upcoming vacancy in the position of Community Health Technician.

The position will become vacant due to staff retirement on May 24, 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)

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**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: Community Health Services Screening Technician
2. Department/Division: Health/Community Health Services
3. Vacancy Date: May 25, 2013
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?
School Health – Vision and hearing screening in select grades and parent/teacher request
WIC – height, weight and finger-stick blood screening for pregnant women and children
Occupational Health – Hearing screening, spirometry
Flu clinics – volunteer management, assist clients,
Assist in other Health Department programs as assigned.
- b. How many other such positions exist in this Department?
One (.8)
6. What are the reasons why the position must be filled?
Services provided by the Screening Technicians 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.
Support position to other staff. Staff would need to take on additional workload if position not filled.
8. What is the fiscal impact related to filling this vacancy?
Currently budgeted position
9. Remarks/Comments:

Signature: 

Date: 05/07/2013

Title: Health Commissioner