



Rebecca Grill
City Administrator
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MEMORANDUM

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

Attached is my request to fill the upcoming vacancy of Health Commissioner/City Sealer 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.

ADM\Vacpos\VACPOSREQ HealthComm.021819



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 Department Position Title: Health Commissioner

Reason for Request: New Position OR

Replacement to Staff - Date of Vacancy: 5/3/19 Person Replaced: Sally Nusslock

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: TBD

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: Functions as health officer per Wisconsin Statutes 250, 251 and 252 as well as per Wisconsin Adm. Code HSS 140

Why is it necessary that this position be filled? What operational needs does this position fulfill? See above.

What will be the impacts on service functions to the public if the position is not filled? We will not be able to fulfill our obligations to the public for health service.

What will be the impacts on service to city staff if the position is not filled? This position provides leadership and oversight to almost 40 employees in the health department and the department requires regular management involvement to operate in a legal, effective, and efficient manner.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Discussions are currently underway for the best way to approach the replacement for Sally whose departure will leave a tremendous void in our operations. One of the considerations is to fill the position as is. Policy 1110 requires that the Common Council approve the request to fill. If the decision is to go forward with filling the position as is and in an effort to efficiently utilize the time remaining before Sally's departure, I am requesting the ability to fill the position. If the plans for the filling the position change I will report this at the next Common Council meeting on March 5, 2019.

How has this vacancy/need been covered so far? NA

How many other similar positions exist in this department? no

Requestor Information

Name: Rebecca Grill Title: City Administrator Department: Administration

Signature: Rebecca M. Grill Date: February 14, 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	
Employee Name	Sally Nusslock	Employer Name	City of West Allis
Job Title	Health Commissioner/City Sealer	Work Location	West Allis Health Department
Department	Health	Division	
Full-Time / Part-Time	Full time	Part-Time (Hrs per Wk)	
Supervisor Name	Dan Devine	Supervisor Title	Health Commissioner

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	Frequency	% of Annual Total Time
<p>Functions as health officer per Wisconsin Statutes 250, 251 and 252 as well as per Wisconsin Adm. Code HSS 140 (see attached).</p> <p>Under Mayor's direction; performs work of unusual difficulty in enforcing all local municipal ordinances and state statutes that specifically relate to physical, mental, sanitary and environmental health. Directs the daily operations of the West Allis Health Department, West Allis Senior Center and the West Allis Farmers Market.</p> <ul style="list-style-type: none"> Plans and directs the four divisions of the department of public health: community health services, environmental health, administrative services and interdisciplinary health service; plans, directs and enforces programs designed to ensure compliance within the City with Federal, State and local laws, regulations and ordinances and/or generally enhance community health and environment; surveys community needs and develops plans to meet those needs; develops, justifies and administers Health Department budgets and establishes and controls office procedures, report preparation, and public information procedures; establishes and administers the operation of appropriate facilities, such as clinics for preventive services, screening and advice; Reviews the work of assigned personnel; approves all applications and interpretations of City and related codes and ordinances relating to department business and initiates court proceedings relating to department programs; coordinates programs with other public health agencies and the State Division of Health; promotes the passage or revision of necessary laws and regulations as they concern public health; represents the City at various conferences on public health matters; serves in an advisory capacity to various governmental agencies and professional groups; represents the City as medical director for Emergency Government; directs the operation of the Senior Citizen Center; directs the operation of the municipal Farmer's Market; directs the office of City Sealer; answers inquiries of the Mayor and Common Council and explains programs; speaks at various public functions and approves all press releases concerning health department activities; supervises applications for federal funds and reimbursable programs. <p>Administrative Functions:</p> <ul style="list-style-type: none"> Fulfill the responsibilities of Local Health Officer as defined in WI State Statute 251. Assure the department maintains at least Level II health department designation under DHS 140. Translate community health data and complete assessments. Expand access to public health data and information for the County Administrator, Board of Health and Human Services, staff and the public. 	D	94%

<ul style="list-style-type: none"> • Administer all funds received by the Department of Public Health. • Prepare, recommend, and monitor annual Department operating budget. Identify revenue sources. Prepare or direct preparation of grant applications. Authorize and analyze expenditures. Coordinate inter-program spending. Review reimbursement for maximization by third party payers when applicable. • Plan and administer Department activities for all public health programs such as public health and home health nursing, school nursing, immunizations, communicable disease prevention and control, environmental health, human health hazard prevention and control, WIC, and other public health services and programs assigned to the Department by County, State and Federal mandates. • Plan and administer home health program for compliance with professional standards, and local, state, and federal laws. • Develop, and implement or direct implementation of administrative and program policies and procedures in consultation with the Board of Health and Human Services. Interpret Department policy to Department personnel and the general public. • Maintain communication regarding Department programs and activities with Board of Health and Human Services members, County Supervisors, the general public and news media representatives. Prepare or direct preparation of reports, statistics, surveys, news releases and summaries of Department activities. • Assess community health care needs to develop, implement and/or alter health programs. Evaluate existing programs. • Maintain knowledge of current Ordinances, Statutes, laws and rules and regulations regarding Department programs and activities. • Act as local health officer in enforcing public health laws as defined by statute and ordinance according to State and local regulations. • Plan for and respond to Public Health Emergencies. • Plan and arrange contracts for services based on community needs utilizing available resources to meet local, state and federal mandates. • Practice and support visionary leadership by working with the Mayor, City Administrator, Board of Health, staff and other stakeholders to develop and articulate a vision for public health and the organization. <ul style="list-style-type: none"> • Advocate for public health funding and needed services • Demonstrates commitment to quality improvement, performance management and promotion of adherence to the national public health standards of the Public Health Accreditation Board (PHAB) • Coordinate student intern programming with colleges and/or Universities. • Participate in on-call emergency status. <p>Supervisory Functions:</p> <ul style="list-style-type: none"> • Evaluate Public Health Department workload to assess staff needs. • Participate in the selection/hiring of Public Health employees. • Oversee orientation of new Public Health employees. • Recommend professional development. • Assign tasks, review work and prepare performance evaluations for direct reports. • Review performance evaluations for all employees • Recommend employee transfers, promotions, disciplinary action, discharge and salary increases. <p>Community Relations Functions:</p> <ul style="list-style-type: none"> • Coordinate Department public health activities with community health care providers and other community partners and institutions. 		
Designated as City Register of Deeds – Provides oversight for the birth and death certificates,	D	5%

Performs related work as assigned	D	1%

SECTION 3	TOOLS AND TECHNOLOGY
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Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Competent in the use of an office computer, laptop, iPhone, iPad, copy machine, fax, 800 mhz radio

Competent in City and PH related software: Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), WEDSS, WIR, Rosie, HealthSpace, Epi-X, Everbridge, SharePoint, GAC, WI-Trac, E-Sponder, NovaTime, etc

Competent in the set-up, monitoring and maintenance of vaccine alarm systems, use of AED,

SECTION 4	JUDGMENTS / DECISION-MAKING
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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
Budgetary (City and grants) Decisions	Quality Improvement Activities Grant Applications		Mayor
Enforcement of ordinance and law	Updating ordinance, on advisory committees, information to elected officials		City Attorney, State officials
Communicable Disease Outbreaks	Increased restaurant inspections, education for residents		City Attorney, State officials
Human Health Hazards	Policy development, resource allocation, education		City Attorney, State officials

SECTION 5	WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS
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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?
Internal:		
All City Departments and Elected Officials	Meetings, joint inspections, consult,	Information sharing, joint work on projects/issues, coordination, legal enforcements
Boards: Board of Health Commission on Aging Appeal Board	Telephone, meetings, written communication	Advisory to the Departments
Medical Advisor	Telephone	Medical orders, Consult, Policy and Procedure review
External:		
Healthcare Providers	Telephone, meetings, written communication	Communicable disease surveillance and control Coordination of care
Community Partners (Schools, Clergy, non-profits, businesses, etc)	Telephone, meetings, written communications	Surveillance and provision of services to meet the needs of residents
State and Federal Agencies (DHS, DTCAP, DSPS, DNR, MMSD, MADACC, etc)	Telephone, meetings, written communications	Communicable disease surveillance and control Enforcement of regulations, ordinances and law Advisory Committees
Media	Interviews, telephone, written communication	Provide information to the public
Academic Institutions	Telephone, meetings, written communications	Provide student experiences and workforce development Research Learning Collaboratives and Grants
Emergency Management Organizations	Telephone, meetings, written communications	Coordination of emergency response activities

SECTION 6	SUPERVISION / MANAGEMENT
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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 directly supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>	X		
Job Title		# of FTEs	
Director of Community Health Services		1.0	
Supervisor of Administrative Services		1.0	
WIC Program Director/Project Nutritionist		1.0	
Senior Center Director		1.0	
Community Health Education Coordinator		1.0	
Environmentalists (I, II, III,)		3.0	
Environmental Technician (New Position)		0.5 – 1.0	
Dental Hygienist		0.9	

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		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:	
Frequently exposed to insect/rodent infestation (cockroaches, bed bugs, lice, mosquitos, rats/mice, etc). Occasional exposure to human health hazards (hoarding, drug houses, chemicals etc). Potential for hostile encounters, esp. during enforcement activities. Potential for animal interactions/exposure to domestic animals, wildlife and/or exotic species. On call for public health emergencies 24/7.	

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Dan Devine	Supervisor Title	Mayor

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	
	One Year Certificate (or Equivalent)	
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
X	Master's Degree	See Additional Information Section
	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.):

Per WI State Statue 251.06(1)(c) - A Master's Degree in Public Health, from an approved school of public health OR a Bachelor's degree in a health related field and 16 graduate semester credits toward a master's degree in public health, public administration, health administration or a similar field.

SECTION 11		TOTAL EXPERIENCE REQUIRED UPON HIRE					
[Place an "X" in the appropriate cells]							
No Experience	< 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):

Five (5) years of recent professional work experience in public health administration, including two (2) years of supervisory experience. Experience acquired in

