



HEALTH DEPARTMENT

Terry L. Brandenburg
Health Commissioner

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Health Department
7120 West National Avenue
West Allis, Wisconsin 53214

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MEMORANDUM

TO: Mayor Dan Devine
Members of the Common Council

FROM: Terry Brandenburg, Health Commissioner

DATE: June 21, 2011

SUBJECT: REQUEST TO FILL VACANT HEALTH DEPARTMENT
RECEPTIONIST POSITION

I am requesting permission to fill the vacant position of Health Department Receptionist.

The receptionist position performs a number of clerical duties in the department in addition to answering and routing calls, and greeting and directing visitors. These duties include maintaining various clinic appointment schedules, enters immunization data into the state registry, processes and routes mail, assists the public in completing forms, receives payments and issues receipts, rents Market stalls for Sunday's Market Place, enters Medicare billing data and performs other clerical duties as assigned.

This is a necessary position at the Health Department to support our staff and operations. I would be pleased to answer any questions you might have regarding this position.

I thank you for your consideration of this request.

TB/gs

c: Paul Ziehler

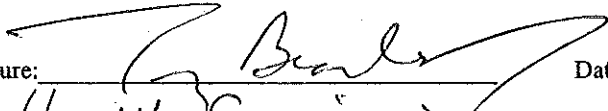
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**REVIEW BY CITY ADMINISTRATIVE OFFICER
OF DEPARTMENT REQUESTS TO FILL POSITION VACANCIES**

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: Receptionist
2. Department/Division: Health
3. Vacancy Date: June 13, 2011
4. Vacancy Reason: Promotion
5. a. What are the specific work responsibilities of the position?
Answers all incoming calls and forwards appropriately, greets and directs visitors, assists public in completing forms, maintains various clinic appointment schedules, immunization data entry, processes and routes mail, receives payments & issues receipts,
b. How many other such positions exist in this Department?
basic clerical duties
None.
6. What are the reasons why the position must be filled?
Primary contact point for residents to access needed Health Department services.
Additional clerical support.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Unable to respond and service public efficiently.
 - b. Service to staff.
Relays calls, data entry, clerical support as needed.
8. What is the fiscal impact related to filling this vacancy?
This position is currently budgeted in the 2011 departmental budget.
This position is responsible for all Medicare billing for flu/pneumonia vaccines.
9. Remarks/Comments:

Signature:  Date: June 16, 2011
Title: Health Commissioner