



Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee
FROM: Rebecca Grill, City Administrator *RG*
RE: Department Request to Fill Upcoming Vacant Position
DATE: June 19, 2018

Attached is Sally Nusslock's request to fill the upcoming vacant position of Public Health Specialist 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 PubHlthSpec 061918



Sally J. Nusslock
Health Commissioner
Health Department
414.302.8600
snusslock@westalliswi.gov



Public Health
Prevent. Promote. Protect.
West Allis Health Department

TO: Rebecca Grill, City Administrative Officer
FROM: Sally Nusslock, Health Commissioner *SN*
DATE: June 11, 2018
SUBJECT: Request to Fill Vacancy

I am requesting approval to fill an upcoming vacancy in the position of Public Health Specialist.

The employee in this position has submitted documentation that she will retire from the City. Her last day with the City will be August 3, 2018.

This position is needed to meet State mandates that require Health Departments to conduct regular Community Health Assessments and create and implement Community Health Improvement Plans. This position is responsible for implementing, tracking and reporting on the Health Department Strategic Plan, our Performance Management Plan (includes quality improvement and tracking outcomes), tracking our work on the City's Strategic Plan and fulfilling the requirements of several of our grants. This position is also critical to assure we continue to meet the requirements for public health accreditation through the Public Health Accreditation Board.

I am asking approval to recruit and fill this upcoming vacancy as a full time position. This position is currently a 0.9 FTE (0.7 FTE on City and 0.2 on grants). Current and anticipated grant allocations will support increasing the grant portion of the position to 0.3 FTE.

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

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

Thank you!



Request to Fill Position

Submit this form, a memorandum and current position description 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: Public Health Specialist

Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: Aug /03 /2018

Person Replaced: _____

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: 0.9 FTE

Funding Source: Operating Grant Other: Currently is a 0.9 FTE (0.7 City and 0.2 grants) Can add 0.

Anticipated Date for Filling Position: Aug /4 /2018

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____

This position is responsible for completing our Community Health Assessment, Community Health Improvement Plan and Accreditation requirements.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

Community Health Assessment, Quality Improvement, Performance Management, implementation of Strategic and Workforce Plans

What will be the impacts on service functions to the public if the position is not filled? _____

This position writes the Community Health Assessment, updates and Community Health Improvement Plan which is shared with community partners and residents.

What will be the impacts on service to city staff if the position is not filled? _____

This position supports Health Department workforce development and assures accreditation requirements are met. Writes and submits required annual reports. Not filling this position will shift a huge burden to other staff.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____

This is a critical position to meet State, grant and accreditation requirements. The position is partially funding by grants.

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

Position not vacant.

How many other similar positions exist in this department? One

Requestor Information

Please Print: Sally Nusslock Health Commissioner Health Department

Signature/Date: *Sally Nusslock* June /8 /2018

Attached: Memorandum Current Position Description

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		DEMOGRAPHIC INFORMATION	
Employee Name	Mary Sue Oppermann RN, MPH	Employee Name	City of West Allis Health Dept.
Job Title	Public Health Specialist	Work Location	7120 W. National Ave
Department	Health	Division	Community Health Services
Full-Time/Part-Time	Part-Time	Part-Time (Hours/Week)	32 hours/week
Supervisor Name	Yvonne Duemke	Supervisor Title	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 of 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>Lead Quality Improvement/Performance Management Efforts for the Health Department</p> <ul style="list-style-type: none"> ▪ Lead the Quality Council; develop strategies for continuous quality improvement ▪ Manage and coordinate department-wide QI efforts; train staff in importance of program evaluation ▪ Facilitate the development, implementation, review, and revision of the QI Plan ▪ Assess QI training needs of staff; plan; motivate staff and coordinate trainings ▪ Develop and share WAHD Quality e-Update Newsletter for all staff ▪ Establish and maintain Performance Management System ▪ Use performance management for program and organizational improvement ▪ Collect and summarize performance improvement data ▪ Provide technical assistance to QI project teams and track progress ▪ Provide orientation on performance management and quality improvement to new employees 	D	25%
<p>Lead the Community Health Assessment Process for the Health Department</p> <ul style="list-style-type: none"> ▪ Oversee Community Health Assessment Team ▪ Ensure development of community health assessment ▪ Gather, monitor, analyze and compare statistical data on an ongoing basis regarding community behavioral and lifestyle indicators, prevalence of risk factors and disease conditions, and community assets ▪ Assess assets and resources that can be used for improving the community's health ▪ Ensure collection of valid and reliable quantitative and qualitative data, determine data trends ▪ Compare health data of residents to local, state, and national measurement ▪ Lead the writing and communication of a comprehensive Community Health Assessment with linguistic and cultural proficiency ▪ Convey data and information to other professionals and the public using a variety of approaches – reports, presentations, email– organize data in usable format 	W	25%

<ul style="list-style-type: none"> ▪ Incorporate diverse perspective in developing, implementing, evaluating policies, programs & services 			
<p>Community Health Improvement Planning</p> <ul style="list-style-type: none"> ▪ Member of the Community Health Improvement Team; collaborate to develop a vision for a healthy community ▪ Ensure development of the Community Health Improvement Plan (CHIP) seeking input from the community and community partners; establish and maintain relationships/partnerships ▪ Facilitate and/or participate in community coalitions/teams/workgroups charged with carrying out strategies to improve CHIP priorities and improve the community's health ▪ Advocate for use of evidence in decision making; make evidence-based decisions ▪ Engage community partners ▪ Facilitate the writing of a Community Health Improvement Plan ▪ Provision of technical support 		W	15%
<p>Grant Management</p> <ul style="list-style-type: none"> ▪ Assist in the development and writing of proposals for grants; operate within grant budget ▪ Project management for grant projects – report progress of objectives, prepare final report 		M	13%
<p>Lead Accreditation and Reaccreditation Efforts for the Health Department as Accreditation Coordinator</p> <ul style="list-style-type: none"> ▪ Facilitate the Accreditation Steering Committee and record minutes of meetings ▪ Manage selection process for documentation for the PHAB measures ▪ Manage the site visit and review of the site visit report ▪ Submit annual reports to the Public Health Accreditation Board (PHAB) ▪ Mentor other health departments in accreditation process ▪ Participate in the Accreditation Coordinator Learning Community (ACLC) Workgroup ▪ Assist with the development of policies and procedures required for accreditation ▪ Train staff regarding purpose of and role in accreditation ▪ Seek training from, attend, and/or present at conferences/webinars related to accreditation 		D	8%
<p>Co-lead Two for the Show</p> <ul style="list-style-type: none"> ▪ Coordinate 2 day event for 50-60 two year olds held 1-2 times yearly ▪ Make work assignments for 20-25 staff and volunteers staffing the event ▪ Send invitations to 600 two year old using the Birth Reports Access database ▪ Update addresses in Access as needed and add two year olds enrolled in WIC (Women, Infants, Children) supplemental food program to the database ▪ Set-up and clean-up 		A	4%
<p>Coordinate Strategic Planning</p>		Q	2%

<ul style="list-style-type: none"> ▪ Coordinate the development of the department's Strategic Plan ▪ Monitor implementation, track progress of our Strategic Plan ▪ Member of the Strategic Planning Steering Committee ▪ Record minutes of committee meetings ▪ Update Strategic Plan as needed 		
<p>Co-lead Living Well with Chronic Conditions Programming</p> <ul style="list-style-type: none"> ▪ Recruit participants to program ▪ Co-lead two six-week sessions (2.5 hours/session) ▪ Participate in continuous training twice yearly 	A	2%
<p>Facilitate Health Communications Workgroup</p> <ul style="list-style-type: none"> ▪ Evaluate strategies for communicating information to influence behavior and improve health ▪ Revision of website for reaccreditation ▪ Lead Health Literacy efforts for the health department 	Q	1%
<p>Facilitate Customer Service Workgroup</p> <ul style="list-style-type: none"> ▪ Provide training to staff ▪ Develop and implement systematic process for assessing customer satisfaction with health department services 	M	1%
<p>Other Committee/Workgroup Work</p> <ul style="list-style-type: none"> ▪ Member New Employee Orientation Team – orientation of new employees ▪ Member Policy/Procedure Workgroup – develop and improve departmental policies and procedures as needed 	N	1%
<p>Miscellaneous Duties as needed</p> <ul style="list-style-type: none"> ▪ Provide computer support and training to staff ▪ Mentor nursing and MPH students ▪ Maintain Birth Reports database ▪ Assist with community events ▪ Create survey questionnaires; write summary report based on surveys ▪ Provide disaster/emergency public health services addressing community and individual needs as needed 	N	3%

SECTION 3

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, PowerPoint, Publisher

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
Engaging staff in the accreditation process and in quality improvement/performance management	Training of staff	Access to funding	Health Commissioner
Determining needed documentation/actions/policies for reaccreditation	Attend conferences related to accreditation, listen to pertinent webinars, be a member of the Accreditation Coordinators Learning Community (ACLC)	Webinars, Conferences, ACLC	Health Commissioner, Director of CHS
Completion by others of the necessary documentation for QI projects	Provide technical expertise to QI Teams	Public Health QI Encyclopedia, QI Plan	Quality Council
Determining timeline for project completion	Use written and oral communication skills to work collaboratively as needed	Tools such as a Gantt Chart or Excel	Health Commissioner, Director of CHS
Having responsibility without authority	Work closely with Health Commissioner and Director of CHS	Health Commissioner, Director of CHS	Director of CHS

SECTION 5 **WORKING RELATIONSHIPS/INTERPERSONAL 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 CHS	Group meetings or one-to-one meetings: Keeping Director informed on progress being made related to quality improvement, performance management, reaccreditation (including website improvement, customer service training)	I report directly to the Director of Community Health Services
Health Commissioner	Group meeting or one-to-one meetings: Discussing community health assessment and improvement	The Health Commissioner allocates resources for training needs, makes final decisions for community partner

	planning; strategic planning; reviewing plans for upcoming staff training on customer service; discussing plans for website improvement; reviewing grant progress	inclusion in community health assessment and improvement planning, leads strategic planning
Health Dept. Staff	Training staff regarding quality improvement, performance management, customer-focus, anything accreditation-related (recently completed a training at each monthly staff meeting for a year - Domain a Month); assisting staff as needed with technology needs (computer issues)	All staff need to be engaged in quality improvement and performance management efforts for our health dept. to continually improve. Organizational excellence is the first priority in our current strategic plan.
Community Partners	Working together on a coalition or community workgroup; sharing assessment data in meetings or through email correspondence; inviting partners to community meetings;	Health improvement efforts are most effective when the HD works with the community. Collaboration develops shared responsibility and leads to a better coordination of the use of resources. Collaboration assists in mobilizing, coordinating, and using community assets to address public health issues and concerns.
Other Health Departments	Mentoring other agencies for accreditation	The West Allis Health Department was the first HD in the state to be accredited. Since then we have mentored other health departments to be accreditation-ready. As Accreditation Coordinator, this was my responsibility.

SECTION C 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

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 3
ADDITIONAL EMPLOYEE COMMENTS**

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

I work independently with very little supervision.
 With a set number of hours per year, I establish my own work schedule and make adjustments based on the needs of the health department and the demands of my work obligations.
 I establish how often my various workgroups/steering committees meet, invite participants, develop an agenda, facilitate the meetings, record meeting notes, and determine and implement a workplan.
 As Accreditation Coordinator, I independently review resources and data such as the PHAB site visitor report, annual report requirements, reaccreditation materials, emails, etc. to determine project/paper/report requirements for accreditation.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9 SUPERVISOR INFORMATION

Supervisor Name: Yvonne Duemke
 Supervisor Title: Director of Community Health Services

SECTION 10 EDUCATION REQUIRED FOR HIRE

Level of Education (Select one with an "X")
 Field(s) of Study: n/a

Less than High School Education	
High School Education (or Equivalent)	
One Year Certificate (or Equivalent)	
Associate's Degree (or Equivalent)	
Bachelor's Degree	Bachelor's Degree in Public Health, Epidemiology, Health Administration, Biostatistics, Health Planning, or other health related field
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.):

Master's Degree in Public Health preferred

SECTION 11 EXPERIENCE REQUIRED FOR HIRE

[Place an "X" in the appropriate cells]

No Experience	< 2 yrs.	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):

Two years of professional experience in public health or related field, including with data analysis

SECTION 12 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB			
List Required Certification/Licensure/Training	How Attained/Provided	Required Upon Hire?	May Obtain After Hire?
Valid Wisconsin Driver's license with good driving record	State test	X	
Incident Command Structure (ICS 100, 200, 700)	Modules with quiz		X
Competent in use of office computer/software including but not limited to Microsoft Office Suite		X	
Describe any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.):			

SECTION 13 SUPERVISOR'S COMMENTS / CORRECTIONS / ADDITIONS	
Job Section	Comment / Clarification / Action
2	Community Health Services is in the process of a reorganization which eliminates the Assistant Director of Community Health Services position and adds a PHN III tier position. As part of this process, the Public Health Specialist job description is being reviewed and updated to provide modification to what the current job responsibilities are. A draft of the Public Health Specialist job description (not reviewed) is attached. New regular duties include Quality Improvement, Performance Management, management of the Community Health Assessment, implementation of the Community Health Improvement Plan, and Accreditation/Reaccreditation coordination. There are a number of additional special duties that include orientation of new employees, mentoring students, development and improvement of policies and procedures, technical support to staff, staff education, community events, evidenced based programming, and emergency preparedness activities.
2	Public Health Specialists perform independent work of moderate difficulty under the direction of the Director of Community Health Services. A Public Health Specialist has thorough knowledge of the core competencies of public health, core public health functions and essential services; thorough knowledge of statistical data collection, evaluation and analysis of trends for public health program management, basic understanding of epidemiology, program evaluation-creates survey questionnaires, considerable leadership skills in mentoring, facilitating, training, delegating, and consensus/coalition building; generating written and verbal reports, skilled in program/project management, develops grant proposals and reports, considerable skills with communication and establishing/maintaining effective working relationships, provides disaster/emergency public health services. A large portion of a Public Health Specialist's work load is on Quality Improvement/Performance Management, Community Health Assessment and Community Health Improvement Plan.

2	Public Health Specialists take lead roles on the department's Quality Improvement, Performance Management Program, Community Health Assessment, and Community Health Improvement Plan. This Public Health Specialist assumes the lead for Quality Improvement/Performance Management, Strategic Planning and Community Health Assessment in addition to the role of Accreditation/Reaccreditation Coordinator.

TO BE COMPLETED BY ADMINISTRATIVE DESIGNEE

SECTION 14		SUPERVISOR INFORMATION
Administrative Designee Name	Sally Nusslock	Health Commissioner/City Sealer
Administrative Designee Title		

SECTION 15		ADMINISTRATIVE COMMENTS/ CORRECTIONS / ADDITIONS
JDQ Section	In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below.	
	This job description has evolved over time. Due to the varied assignments this job description could possibly be tiered as are the Public Health Nurse and Environmental positions or have a broader salary range under the one description.	