



City Administrator
Rebecca N. Grill

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MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca N. Grill, City Administrator

RE: Department Request to Fill Vacant Position

DATE: January 13, 2016

Attached is Sally Nusslock's request to fill the upcoming position vacancy of Public Health Nurse 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.

RNG:jfw

cc: Mayor
HR Division
Sally Nusslock

ADM\Vacpos\VACPOSREQ PubHlthNurse 011916



Public Health
Prevent. Promote. Protect.

West Allis Health Department

Memorandum

TO: Rebecca Grill, City Administrative Officer
FROM: Sally Nusslock, Health Commissioner ^{SN}
DATE: January 11, 2016
SUBJECT: Request to Fill Vacancy

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

The employee currently in this position will be retiring. Their last day of employment with the City will be February 26th.

This position is critical to maintain State mandated services and to assure the health and safety of our residents, employees and other individuals in West Allis.

Attached are the "Request to Fill Position" form and the most 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 Nurse
 Reason for Request: New Position OR Replacement to Staff - Date of Vacancy: 02 / 26 / 2016
 Person Replaced: Rose Aird
 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: 03 / 01 / 2016

Is the position required for fiduciary, legal or compliance requirements? No Yes, describe: _____
Local Public Health Departments are required to have a generalized public health nursing program to meet State of WI mandates.

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____
Public Health Nurses provide communicable disease prevention and control and an array of direct services to residents in a variety of settings. Public Health nurses are involved in coalitions, community assessments, community planning and other population services.

What will be the impacts on service functions to the public if the position is not filled? _____
There would be a reduction in service provision, delays in communicable disease follow up and delays in implementing strategic plan and Community Health Improvement Plan priorities.

What will be the impacts on service to city staff if the position is not filled? _____
Public Health Nurses provide occupational health screening (hearing, spirometry, TB skin testing) and immunizations for City Departments. This service would be impacted by a reduction in workforce.

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. Lay staff may not give immunizations or provide the services required by statute. There will be a cost savings in salary since this position will be at the start of the PHN I pay scale vs the top of the PHN II pay scale.

How has this vacancy/need been covered so far? _____
Part time staff temporarily pick up additional hours to cover assignments.

How many other similar positions exist in this department? 6.9 FTE

Requestor Information

Please Print: Sally Nusslock Health Commissioner Health Department
 Name Title Department
 Signature/Date: Sally Nusslock 01 / 11 / 2016

Attached: Memorandum Current Position Description

PUBLIC HEALTH NURSE I

JOB SUMMARY: This is professional public health nursing work involving the performance of various nursing services in a variety of community settings. Provides comprehensive professional community health nursing services including prenatal, child, family, geriatric, and adult case management, family planning, and communicable disease counseling to residents, to promote health and wellness and to prevent/manage disease.

NATURE OF THE WORK: An employee in this classification is responsible for providing public health nursing services under an established community health program. The work involves the promotion and maintenance of health of all citizens in their homes, schools, clinics and special settings and in all stages of life in a non-episodic sequence. Close supervision is given at the beginning of work involving an extensive orientation program and a detailed evaluation of overall nursing performance in each of several functional areas. Once an employee demonstrates proficiency, s/he is expected to perform normal work assignments in accordance with established work procedures and departmental policies with a minimum amount of supervision.

Work is likely to cause direct contact with blood, respiratory secretions and other body fluids to which universal precautions apply. Physical settings in the community may be unsanitary and potentially dangerous, with potential exposure to hostile individuals and settings.

In the event of a public health emergency, a PHN may be required to perform duties similar to, but not limited to, those as described herein.

EXAMPLES OF DUTIES: Typical duties include: contributes to the planning and interpretation of nursing services and programs; provides public health nursing services in private and public schools, homes, clinics and special settings; implements nursing services, demonstrates health teaching and maintains related records; performs periodic personal health screenings and lab analyses; identifies nursing care needs of clients; makes judgments in planning, directing and evaluating the care that is given by themselves and others working with the clients; assists individuals and families to identify their health needs; collaborates with patients, families and others in meeting these needs; assists with orientation and guidance of new staff in clinics; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; performs other duties as assigned.

Ability to work nights, weekends, overtime, and odd hours when circumstances require such duty or in emergency situations.

A PHN is required to drive his/her own vehicle on City business, for which an automobile allowance is provided.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the approved principles and practices of general and community health nursing; good knowledge of preventive medicine, including those phases pertaining to the prevention and control of communicable diseases; good knowledge of the principles of maternal and child health; some knowledge of the functions of other health and social agencies; ability to apply appropriate nursing techniques to situations arising in clinics, homes, and schools; ability to recognize symptoms of communicable diseases; ability to understand, interpret, and explain public health laws, rules, and regulations; ability to establish and maintain effective working relationships with supervisors, the recipients of services, employees and the public; ability to enter and access information using a computer.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Nursing from an accredited college.

Current Wisconsin licensure as a registered professional nurse.

PUBLIC HEALTH NURSE

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Eligibility for Public Health Nurse Certification.

Bilingual in English/Spanish desirable.

One year of professional public health nursing paid work experience within the last four years is desirable.

Proficient in the use of an office computer/software including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), etc.

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Possess the physical capacity to perform the duties of the position, including but not limited to, frequent lifting/carrying (up to 50 lbs.) of equipment and supplies to locations where services are delivered, stooping and bending to examine children and adults, climbing stairs to access clients in their homes, traveling to various locations (ie schools, clinics, homes), etc.

ACTIVITY FREQUENCIES

Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday
Never	0

Ability to withstand exposure to variable and unfavorable weather and working conditions including, but not limited to, temperature variations and extremes, odors, toxic agents, rodents, insects (such as cockroaches and bed bugs, etc.), noise, and/or dust, hostile individuals and unsanitary settings.

Potential for animal interactions including, but not limited to, dogs, cats, etc.

Ability to work nights, weekends, overtime, and odd hours when circumstances require such duty or in emergency situations.

This position description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

CITY OF WEST ALLIS

Revised June, 2015

Approved

Department Head

Date

Approved

Employee

Date

PUBLIC HEALTH NURSE II

JOB SUMMARY: This is professional public health nursing work involving the performance of various complex nursing services in a variety of community settings. Provides comprehensive professional community health nursing services including prenatal, child, family, geriatric, and adult case management, family planning, and communicable disease counseling to residents, to promote health and wellness and to prevent/manage disease. This level receives only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating policy and procedures of the Department.

NATURE OF THE WORK: An employee in this classification is responsible for providing public health nursing services under an established community health program. The work involves the promotion and maintenance of health of all citizens in their homes, schools, clinics and special settings and in all stages of life in a non-episodic sequence. Close supervision is given at the beginning of work involving an extensive orientation program and a detailed evaluation of overall nursing performance in each of several functional areas. Once an employee demonstrates proficiency, s/he is expected to perform normal work assignments in accordance with established work procedures and departmental policies with a minimum amount of supervision.

Work is likely to cause direct contact with blood, respiratory secretions and other body fluids to which universal precautions apply. Physical settings in the community may be unsanitary and potentially dangerous, with potential exposure to hostile individuals and settings.

In the event of a public health emergency, a PHN may be required to perform duties similar to, but not limited to, those as described herein.

EXAMPLES OF DUTIES: Perform any or all work associated with PHN I which includes but is not limited to: contributes to the planning and interpretation of nursing services and programs; provides public health nursing services in private and public schools, homes, clinics and special settings; implements nursing services, demonstrates health teaching and maintains related records; performs periodic personal health screenings and lab analyses; identifies nursing care needs of clients; makes independent judgments in planning, directing and evaluating the care that is given by themselves and others working with the clients; assists individuals and families to identify their health needs; collaborates with patients, families and others in meeting these needs; assists with orientation and guidance of new staff and student nurses in clinics; assumes a lead role in the development and implementation of specialized services or projects; provides disaster/emergency public health services to address community and individual health needs; participates and/or provides staff support in various departmental, City or community committees and workgroups; performs occupational and wellness health screenings and education; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains the ability to competently and credibly testify in court; performs other duties as assigned.

Ability to work nights, weekends, overtime, and odd hours when circumstances require such duty or in emergency situations.

A PHN is required to drive his/her own vehicle on City business, for which an automobile allowance is provided.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES: Requires a thorough knowledge of the approved principles and practices of general and community health nursing; considerable knowledge of preventive medicine, including those phases pertaining to the prevention and control of communicable diseases; good knowledge of the principles of maternal and child health; some knowledge of the functions of other health and social agencies; ability to apply appropriate nursing techniques to situations arising in clinics, homes, and schools; considerable ability to recognize symptoms of communicable diseases; basic knowledge of epidemiology; ability to understand, interpret, and explain public health laws, rules, and regulations; good knowledge of disaster/emergency health services; ability to establish and maintain effective working relationships with supervisors, the recipients of services, employees and the public; ability to enter and access information using a computer.

PUBLIC HEALTH NURSE II

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MINIMUM REQUIREMENTS:

Bachelor's Degree in Nursing from an accredited college. Three (3) years of professional public health nursing paid work experience with at least one (1) year experience at the West Allis Health Department.

Current Wisconsin licensure as a registered professional nurse; eligibility for Public Health Nurse Certification.

Bilingual in English/Spanish desirable.

Proficient in the use of office computers including, but not limited to, Microsoft Office Suite (Windows, Word, Excel, Outlook, and Calendaring), etc.

Possession of a valid Wisconsin Driver's License and good driving record per City policy.

Possess the physical capacity to perform the duties of the position, including but not limited to, frequent lifting/carrying (up to 50 lbs.) of equipment and supplies to locations where services are delivered, stooping and bending to examine children and adults, climbing stairs to access clients in their homes, traveling to various locations (ie schools, clinics, homes), etc.

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Continuous	67 – 100% of workday
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Ability to withstand exposure to variable and unfavorable weather and working conditions including but not limited to temperature variations and extremes, odors, toxic agents, rodents, insects (such as cockroaches and bed bugs, etc.), noise, and/or dust, hostile individuals and unsanitary settings.

Potential for animal interactions including, but not limited to, dogs, cats, etc.

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