



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer


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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Upcoming Vacant Positions

DATE: August 2, 2012

Attached is Sally Nusslock's request to fill the upcoming vacant positions of Director of Community Health Services and Assistant Director of Community Health Services 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 CommHlthSrvc 080712



Public Health
Prevent. Promote. Protect.

West Allis Health Department

Memorandum

TO: Paul Ziehler, City Administrative Officer, Clerk/Treasurer
FROM: Sally Nusslock, Acting Health Commissioner
DATE: August 2, 2012
SUBJECT: Request to Fill Expected Vacancies

I am asking for permission to fill two upcoming vacancies in the positions of Director of Community Health Services and Assistant Director of Community Health Services and any subsequent vacancies that may result if there are internal promotions.

The Director of Community Health Services will become vacant if the Common Council approves my appointment to the Health Commissioner position.

Shawne Johnson, the Assistant Director of Community Health Services, will be resigning to move to Alaska. Her last day of work at the West Allis Health Department will be on August 24th, 2012.

Having both of these positions vacant leaves a huge gap in our management team and our ability to meet the demands of the Department.

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

Thank you!

**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: Director of Community Health Services
2. Department/Division: Health – Community Health Services
3. Vacancy Date: 8-8-2012
4. Vacancy Reason: Promotion
5. a. What are the specific work responsibilities of the position?
**Managing health promotion and disease prevention services in the Community Health Services Division.
In the absence of the Health Commissioner, assumes full responsibility for the activities of the Health Department, Farmers Market and Senior Center**
- b. How many other such positions exist in this Department?
None
6. What are the reasons why the position must be filled?
This is a key management position responsible for supervision of the Community Health Services Division, grant administration, program administration and staff training.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Public Health Nursing is a requirement for all Health Departments. This position is responsible for overseeing those programs.
 - b. Service to staff.
Leadership, program direction, supervision
8. What is the fiscal impact related to filling this vacancy?
Currently budgeted position
9. Remarks/Comments:
Requesting further permission to fill any subsequent vacant positions that may occur by filling this position.

Signature: Sally Mussloch Date: 8-2-12
Title: Acting Health Commissioner

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

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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: Assistant Director of Community Health Services
2. Department/Division: Health – Community Health Services
3. Vacancy Date: 8-24-2012
4. Vacancy Reason: Resignation
5. a. What are the specific work responsibilities of the position?
**Managing health promotion and disease prevention services in the Community Health Services Division.
In the absence of the Health Commissioner, and the Director of Community Health Services, assumes full responsibility for the activities of the Health Department, Farmers Market and Senior Center**
- b. How many other such positions exist in this Department?
None
6. What are the reasons why the position must be filled?
This is a key management position responsible for assisting in the supervision of the Community Health Services Division staff, grant administration, program administration and staff training.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Public Health Nursing is a requirement for all Health Departments. This position is responsible for implementing and supervision of those programs.
 - b. Service to staff.
Leadership, program direction, supervision
8. What is the fiscal impact related to filling this vacancy?
Currently budgeted position
9. Remarks/Comments:
Requesting further permission to fill any subsequent vacant positions that may occur by filling this position.

Signature: Sally Misdock

Date: 8-2-12

Title: Acting Health Commissioner