



**MEMORANDUM**

**City Administrator**

**Rebecca N. Grill**

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TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: April 1, 2015

Attached is Sally Nusslock's request to fill an upcoming vacant position of Environmentalist 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 Division  
Sally Nusslock

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**Public Health**  
Prevent. Promote. Protect.

West Allis Health Department

# Memorandum

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**TO:** Rebecca Grill, City Administrative Officer  
**FROM:** Sally Nusslock, Health Commissioner  
**DATE:** March 31, 2015  
**SUBJECT:** Request to Fill Expected Vacancy

I am asking for approval to fill an upcoming vacancy in the position of Environmentalist.

The employee currently in this position will be retiring. Their official retirement date is August 3<sup>rd</sup>, 2015. They plan to use their vacation time prior to that so their last day actually working will be approximately June 19<sup>th</sup>. This date will be dependent on the amount of vacation and holiday time they have remaining.

I am requesting approval to begin the recruitment process for this position now as it took 10 months to fill a vacancy in this job class in 2010. There are several other municipalities that are currently recruiting or will be recruiting for this type of position and the applicant field is limited.

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 requesting that a position vacancy be filled. Responses to the questions noted below are sufficient for review purposes.

Upon receipt of this form, I send it to the members of the Administration & Finance Committee/Common Council for approval. Upon approval, 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: Environmentalist III
2. Department/Division: Health/Environmental
3. Vacancy Date: 8-3-15
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?
  1. Food licensing, inspections and enforcement
  2. Lead poisoning prevention and control
  3. Weights and measures
  4. Environmental complaints – garbage, rodents, mold, noise, bedbugs
  5. Rabies Control
  6. Pool and physical conditioning places license and inspection
  7. Tattoo and body piercing license and inspection
- b. How many other such positions exist in this Department?

There are two other positions for a total of 3 in the Department
6. What are the reasons why the position must be filled?

The Department, as an agent of the State, must at a minimum annually inspect and follow up on complaints for all facilities that we license.  
If position is not filled we will not be able to provide an acceptable level of service resulting in increased risk for foodborne outbreaks, increased risk for lead poisoning and delays in responding to residents questions and concerns.
7. What will be the impacts on service functions if the position were not filled?
  - a. Service to the public.
    - i. Reduced services
    - ii. Increased risk for illness and/or injury
  - b. Service to staff.
    - i. Remaining staff would need to take on additional workload if position not filled.
8. What is the fiscal impact related to filling this vacancy?

This position is currently budgeted for. It is anticipated that the position will be filled at the Environmentalist II level, which for a time, will have some savings for the budget.
9. Remarks/Comments:

This is a critical position in the Health Department and staff in this position has a key role in promoting and protecting the health of residents.

Signature:  Date: 3/31/2015

Title: Health Commissioner