



Bob Leischow, MPH
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MEMORANDUM

TO: Rebecca Grill, City Administrator
FROM: Bob Leischow, Health Commissioner/City Sealer
DATE: December 16, 2019
SUBJECT: Request to Fill Vacancy

I am requesting approval to fill the newly established Lead Public Health Nurse position. As a leadership role to the public health nursing team, Carlson Dettmann is recommending pay grade K, one step above the PHN Coordinator. It has been recognized that the current organization structure of the Community Health Services unit is flat and will benefit by having a lead nurse who will be responsible for day-to-day oversight of the unit. Having one person, in particular, handling the scheduling, case assignment, clinical policy/procedure development as well as providing guidance and advice to the nurse team will better assure standards of practice are being achieved. This position is supported through vacancy savings. Furthermore, creating this position helps to support a career ladder opportunity for the nurses and with agency-wide succession planning.

In effect, the Lead PHN will play a vital role in helping to assure that West Allis/West Milwaukee residents receive high quality services as a means to improve health outcomes.

Attached is the job description for reference.

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

Thank you!

Sincerely,

Bob Leischow, MPH
Health Commissioner

Enclosures