



CITY ADMINISTRATIVE OFFICE

PAUL M. ZIEHLER
City Administrative Officer
Clerk/Treasurer

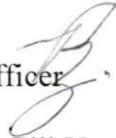
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MEMORANDUM

TO: Administration & Finance Committee

FROM: Paul M. Ziebler,
City Administrative Officer 

RE: Department Request to Fill Vacant Position

DATE: February 6, 2012

Attached is Sally Nusslock's request to fill the vacant position of Community Health Educator 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 CommHlthEduc 020712

**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: Community Health Educator
2. Department/Division: Health/Interdisciplinary Services
3. Vacancy Date: December 13, 2011
4. Vacancy Reason: Retirement
5. a. What are the specific work responsibilities of the position?
Traditionally this position has worked closely with the School District to provide individual classroom programs on tobacco and human growth and development. Over the last few years we have begun transitioning out of this role to have a broader population focus on a year round basis.

Rather than recruit a new person for this position I believe the demands of the department would best be met doing a minor reorganization. Appointing the remaining Health Educator to full time status and using the remaining hours for public health nursing gives us the greatest flexibility to respond to public health issues in the community.
- b. How many other such positions exist in this Department?
One (.7 FTEs)
6. What are the reasons why the position must be filled?
Implementation of our Community Health Improvement Plan objectives would be impeded and our ability to respond to requests for services or a public health emergency would be reduced.
7. What will be the impacts on service functions if the position were not filled?
 - a. Service to the public.
Reduction in the number of programs and services offered.
 - b. Service to staff.
Unable to meet staffing needs leading to overtime.
8. What is the fiscal impact related to filling this vacancy?
Currently budgeted position
9. Remarks/Comments:

Signature: Sally Masdoh Date: 1-31-12
Title: Acting Health Commissioner

