



Request to Fill Position

Submit this form, a memorandum and current position description via email 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/WIC Position Title: WIC Support

Reason for Request: ☐ New Position OR

☒ Replacement to Staff - Date of Vacancy: 10/19/2020 Person Replaced: Alicia Molthen

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: 11/17/2020

Is the position required for fiduciary, legal or compliance requirements? ☒ No ☐ Yes, describe:

Why is it necessary that this position be filled? What operational needs does this position fulfill? Often the 1st point of contact for WIC families interested in WIC; screens for eligibility and documents in a WIC specific database; assures documentation is received and signed for compliance purposes; schedules new appointments.

What will be the impacts on service functions to the public if the position is not filled? Inefficient screening and enrollment in the WIC Program; potentially frustrated clientele.

What will be the impacts on service to city staff if the position is not filled? Inefficient screening/enrollment; lessen capacity to respond to calls/communications in an efficient manner.

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) Due to the increase in WIC enrollment and specific knowledge and skills that this position requires, this is considered a needed replacement. Moreover, there is no additional capacity for others to take on these duties.

How has this vacancy/need been covered so far? Absorbed by other WIC personnel.

How many other similar positions exist in this department? 2

Requestor Information

Name: Robert Leischow Title: Health Commissioner Department: Health

Signature: _____

Date: November 9, 2020

Attached: ☒ Memorandum ☒ Current JDQ