



## MEMORANDUM

To: City of Menasha Personnel Committee

From: Peggy Steeno, <sup>PS</sup> Administrative Services Director

Date: April 21, 2014

RE: Request Approval to Update the Position Requirements for the Public Health Director Position

### Background

As you know, we are in the process of recruiting for a new Public Health Director due to the impending retirement of Public Health Director Nett in the middle of May, after twenty eight years of service. To that end, we held interviews with three candidates on April 15<sup>th</sup>.

### Analysis

While the initial recruitment / interviews attracted some qualified candidates, the Interview Committee did not feel that one candidate stood out to the extent that we were ready to move to the next step with that candidate. Instead, we believe that it would be best to re-open the recruitment with a change to the education requirement in an attempt to attract a larger field of qualified candidates that will still allow the City to remain a Level III Health Department, as certified by the State of Wisconsin.

The current position requirement states that *“graduation from a four (4) year college or university, supplemented by the attainment of a master’s degree in public health nursing or administration, and a minimum of three (3) to five (5) years of experience in the field of public health nursing, or an equivalent combination of education and experience”* are required.

*We believe that the following updated language of “graduation from a four (4) year college or university, supplemented by the attainment of **at least sixteen (16) graduate credits towards** a master’s degree in public health nursing, administration, **or a related field**; and a minimum of three (3) to five (5) years of experience in the field of public health **nursing**, or an equivalent combination of education and experience...”* and the removal of the requirement that *“candidates for this position must possess a license as a registered nurse and be certified as a public health nurse by the State of Wisconsin”* may attract additional qualified candidates and increase the size of the candidate pool.

The updated language is in line with Wisconsin State Statues that require any one of the following three criteria be met in order to maintain our status as a Level III Health Department:

1. *A master's degree in public health, public administration, health administration, or, as defined in rules promulgated by the department, a similar field and 3 years of experience in a full-time administrative position in either a public health agency or public health work.*
2. *A bachelor's degree and 16 graduate credits towards a master's degree in public health, public administration, health administration, or, as defined in rules promulgated by the department, a similar field and 5 years of experience in a full-time administrative position in either a public health agency or public health work.*
3. *A license to practice medicine and surgery under chapter 448...*

In regard to the expected timeframe when the new Public Health Director will be on board, this will definitely set us back a bit, but we feel that it is a necessary step to ensure that we secure the best person to serve as the next Public Health Director for the City of Menasha.

**Recommendation**

Staff is recommending that the Personnel Committee approve the change in the position requirements as noted above.

Please let me know if you have questions or would like additional information on this item.