

Memo

To: Finance Committee

From: Public Health Department/Carol Quest

Date: 12/5/2023

Subject: Request to Fill Open Nurse Position

The upcoming vacant position was held by a Licensed Practical Nurse (LPN) that worked for the health department for 25 years. The position will be open on January 3rd, 2024, after Susan Wollin's retirement. The LPN position had limited responsibility working in a variety of department programs including Immunizations, child passenger safety, child development through the TalkReadPlay program, health checks, community coalition work focusing on homelessness and community health and chronic disease, quality improvement, and prenatal care coordination.

The population of the City of Watertown is continually changing. A careful assessment of the job descriptions was completed, and it was determined that the position requires a Registered Nurse (RN) license due to the increasing health complexity of the community. A Registered Nurse (RN) license will allow staff to better meet the needs of the community. A RN will also allow for a more equal distribution of workload in programs where limited assistance was only available previously with an LPN and will provide more, and better coverage for services in the department.

In reviewing the change in position, the budget difference between an LPN and an RN would be \$2,849.60. This change in position would give the department access to more applicants and allow the department to find the right candidate for the position. This difference will be covered by cost savings with gap of time from Susans retirement to filling the position. The current LPN position is a H9 in the pay scale. The Registered Nurse position would be K1-2 on the pay scale.