

Succession Planning Worksheet

Last Updated: 11/1/2022

NAME: Nicole Johnson



Public Health
Prevent. Promote. Protect.

Fond du Lac County
Health Department

1. ROLE DETAILS:

Position title:	Public Health Strategist
Standard Hours:	60 hours
Reports to:	Community Health & Prevention Supervisor
Department:	Public Health

2. KEY ACCOUNTABILITIES:

Task	Description	Identified Back Up
Self-Harm and Overdose Death Review Team (SODRT) Coordinator and Facilitator	Organizes, facilitates, and collects data and recommendations from the Fond du Lac County SODRT. Maintain, track, and expense to grant from Medical College of Wisconsin.	Community Health and Prevention Supervisor (Sarah)
Workforce Development Team Leader	Leads team meetings, completes annual plan, maintains Health Department Training log, and organizes competency evaluation and trainings for all staff.	Workforce Development Team Member (Rachel)
Strategic Plan Owner	Facilitates, organizes, creates, and tracks the Health Department's Strategic Plan	Community Health and Prevention Supervisor (Sarah)
Mental Health Action Team Lead	Facilitates coalition meeting, creating agenda and minutes, organizing CHIP goals, and delivering action items	Community Health and Prevention Supervisor (Sarah)
Wellness Team Member	Participates in organizing wellness offerings and events	Kara or Johanna- additional responsibility
Compassion Resilience Group Facilitator	Organizes and facilitates Compassion Resilience groups	Megan- additional responsibility

Daily

- Update outlook calendar
- Check e-mails & respond as needed
- Attend meetings in calendar

Weekly

- Complete payroll excel document

Monthly

- Submit grant expenses to OFR grant from MCW and WFD grant.
- Attend all-staff meetings
- Attend Community Health and Prevention Team Meetings
- Facilitate WFD meetings (agenda and minutes)
- Attend Wellness meetings
- Facilitate Compassion Resilience Meetings

January

- Facilitate SODRT meeting

February
•
March
• Facilitate SODRT meeting
April
•
May
• Facilitate SODRT meeting
June
•
July
• Facilitate SODRT meeting
August
•
September
• Facilitate SODRT meeting
October
•
November
<ul style="list-style-type: none"> • Complete WFD annual plan • Complete annual employee evaluation by November 1 • Facilitate SODRT meeting
December
•
Quarterly
<ul style="list-style-type: none"> • Attend Northeast Region Health Educator meetings
Annually
<ul style="list-style-type: none"> • Review job description • Participate in Performance Management data collection process and annual review • Review Strategic Plan yearly Goals, Mission, Vision and Core Values • Complete Strategic Goals for current year