

After discussion within the department, we concluded a change in structure would be beneficial. **We are recommending the Director position become Environmental Health Program Manager (EHPM).** This position would be responsible for day-to-day operations as listed in the current Director job description. This position differs from the Director as the EHPM would not be directly responsible for personnel matters, this would be the responsibility of the BOH Chair and HR. The EHPM would be included in, and provide recommendations for hiring (including interviews), termination, evaluation of employees, etc. Other examples of EHPM responsibilities would be signing claims, UKG (time sheet edits, time off request, etc.), budget preparation with BOH Chair, purchasing approval, point of contact for contracts, etc., and other duties listed in the Environmental Health Specialist job description.

Along with this change there would be the addition of an Environmental Health Technician. This position would be part-time working 24 hours a week on Mondays, Tuesdays, and Wednesdays and primarily responsible for collecting water samples, water sample record keeping, updating existing well data, assisting the Admin Assistant with water sample promotions (social media, direct mailing), reminding owners from past collections when it is time to schedule their annual test, PWG record keeping and data entry, claim submission for plugging, rehab, and shocking, etc.

Our water sampling numbers have increased over the past 5 fiscal years. The first two quarters of FY26 are nearly the total number for the entire FYs of 24 and 25. Having this position would free up staff for other responsibilities within the department. We would be able to do more promotions to reach out to more well owners since we would have more time for sampling. With the amount of news coverage regarding water quality, we see this trend increasing.

Fiscal Year	Number of Wells Tested
FY 22	86
FY 23	75
FY 24	129
FY 25	125
FY 26 (Q1 and Q2 only)	108

We also suggest moving the Administrative Assistant to 30 hours across 5 days (up from 24 hours/4 days). This change guarantees daily office coverage for walk-in customers and frees up time for staff to schedule field work.

Proposed legislation at the state level requiring certain septic systems be inspected annually by the county would greatly increase workload in the department.

As you can see from the worksheet, changing from a Director position to an EHPM, the addition of a technician, and increasing the Admin Assistant to 30 hours would save the County a substantial amount of money while greatly improving customer service and the services we provide.

Current						
Position	Grade	Step	Hours	Wage	Annual	
Director	22	H	40	49.84	103,659.14	
Matt	18	J	40	38.93	80,978.35	
Laura	18	E	40	34.41	71,573.07	
Marty	12	A	24	23.18	28,928.64	
					285,139.20	

Proposed						
Position	Grade	Step	Hours	Wage	Annual	
Program Manager	20	J	40	42.97	89,384.95	
Environmental Specialist	18	F	40	35.27	73,362.39	
Environmental Technician	14	A	24	25.59	31,936.32	
Admin Assistant	12	B	30	23.76	37,065.60	
					231,749.26	

Difference from FY26 -53,389.94