



Sally Nusslock
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MEMORANDUM

TO: Rebecca Grill, City Administrative Officer
FROM: Sally Nusslock, Health Commissioner/City Sealer
DATE: March 13, 2019
SUBJECT: 2019 Budget - Position Update Request

The 2019 Health Department Budget and Business Plan included a request to change the Environmental Technician position to an Environmentalist position when all the necessary certifications/registration was achieved.

As identified in the Business Plan, this will increase our capacity to respond to a growing demand for food inspection activities at special events, covering contract work with other municipalities, and it is part of our succession planning to ensure a competent workforce.

In February 2019, the current Environmental Technician successfully completed all of the requirements to become a Registered Sanitarian.

I am respectfully requesting the authorization to promote the current Environmental Technician employee to an Environmentalist position, eliminate the Environmental Technician position, and that the appropriate 2019 Budget documents be updated to reflect the following changes:

Current:

1 ENVIRONMENTAL TECHNICIAN ENVIR (1 FTE)
3 ENVIRONMENTALIST/ENVIRONMENTALIST COORDINATOR (3 FTE)

Proposed:

~~ENVIRONMENTAL TECHNICIAN ENVIR 1 FTE~~
4 ENVIRONMENTALIST/ENVIRONMENTALIST COORDINATOR (4 FTE)

Please let me know if you have questions or need additional information.