STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
Governor

Patsy A. Hardy, FACHE, MSN, MBA
Cabinet Secretary

February 15, 2010

Ms. Wanda Johnson, WV Program Manager
Safe Drinking Water Branch (3WP22)
U. S. Environmental Protection Agency
1650 Arch Street
Philadelphia, PA 19103

Dear Ms. Johnson:

The following information provides detail of vacancies as of December 31, 2009, in the Environmental Engineering Division. An explanation of the positions, reason for change, and the current status of each vacancy is provided.

Recently Filled Positions:

1. Environmental Resources Program Manager I – Data Management: This position became vacant due to the previous employee leaving state government. The position had been posted and candidates interviewed. A suitable internal candidate has filled the position.

2. Environmental Technician II – Data Management: This position became vacant when the previous employee transferred to the Secretary II position within the Division. The position had been posted and candidates interviewed. A suitable internal candidate has filled the position.

3. Engineering Technician – St. Albans District Office: This position became vacant due to the previous employee leaving state government. The position has been posted and candidates interviewed. A suitable candidate was selected and has filled the position.

4. Environmental Resources Specialist III - Infrastructure and Capacity Development: This position became vacant when the previous employee retired from state government. The position had been posted and candidates interviewed. A suitable candidate was selected and has filled the position. The employee is a previous employee that was in a similar position.

5. Environmental Resources Specialist II - Infrastructure and Capacity Development: This position became vacant when the previous employee was promoted within the section. The position had been posted and candidates interviewed. A suitable candidate was selected and has filled the position.

Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: (304) 558-2981

6. Sanitarian Chief/Engineering Technician – Philippi District Office: This position became vacant when the previous employee left state government. The position had been posted as an Engineering Technician and Sanitarian Chief and candidates interviewed. A suitable candidate was selected and has filled the position. The position was filled as an Engineering Technician.

7. Engineer I/Technical Analyst Associate/Engineering Technician – Beckley District Office: This position became vacant due to the previous employee taking a position with another branch of state government. The position had been posted and candidates interviewed. A suitable candidate was not selected. The position has been advertised at various times. The position had been posted as an Engineering Technician and candidates interviewed. A suitable candidate was selected and has filled the position. The position was filled as an Engineering Technician.

8. Engineer Associate – Infrastructure & Capacity Development: This position became vacant due to the previous employee retiring from state government. The position had been posted. The position was advertised but a suitable candidate was not selected. The position was reposted using several classifications to obtain a candidate. A suitable candidate has filled the position. The position was filled as an Engineer Associate.

9. Technical Analyst Associate/Engineer Trainee – Infrastructure & Capacity Development: This position had been filled with a temporary employee and then a permanent employee that later resigned. The position was reposted using several classifications to obtain a candidate. An Engineer Trainee had been hired as a temporary employee. The temporary employee has now filled the position as a permanent employee. The position was filled as an Engineer Trainee.

Vacant Positions:

1. Engineer Associate – Infrastructure & Capacity Development: This position became vacant due to the previous employee leaving state government. The position had been posted. The position was advertised but a suitable candidate was not selected. The position was reposted using several classifications to obtain a candidate. A potential candidate was offered the position but chose not to accept as a permanent position. A person has been hired as a temporary to fill the position while a permanent employee is sought. A suitable candidate has been identified.

2. Office Assistant II/Data Entry Operator II – Data Management: This position became vacant due to the previous employee leaving state government. The position was evaluated to determine if a change in classification is possible. This position had been changed to a Data Entry Operator II. This position had been posted and a suitable candidate was selected. The Division of Personnel determined that the Data Entry

Operator II classification was not correct. The position was reposted as an Office Assistant II. A suitable candidate has been selected to fill the position.

3. Office Assistant II/Data Entry Operator II – Data Management: This position became vacant due to the previous employee transferring to an OA III position within the Division. An attempt was made to post the position as a Data Entry Operator II. The Division of Personnel determined that the Data Entry Operator II classification was not correct. The position has been reposted as an Office Assistant II and a suitable candidate has been selected.

4. Environmental Resources Specialist III – Compliance and Enforcement: This position became vacant when the previous employee left state government after an extended medical leave of absence. The position had been posted. A suitable candidate was not selected. The position was reposted and a suitable candidate was selected. The process began to fill the position and the candidate refused the position. The position has been reposted.

5. Engineering Technician – St. Albans District Office: This position became vacant due to the previous employee leaving state government. The position has been posted, candidates interviewed and a suitable candidate has been selected.

6. Office Assistant III – Compliance and Enforcement: This position became vacant when the previous employee was promoted within the Division. The position has been posted and a suitable candidate was selected but declined the position when offered, due to pay. Another candidate has been selected to fill the position.

7. Environmental Resources Specialist III – Compliance and Enforcement: This position became vacant when the previous employee was promoted within the Division. The position has been posted, candidates have been interviewed and a suitable candidate has been selected to fill the position.

8. Office Assistant III – Data Management: This position became vacant when the previous employee retired. The position has been posted. A temporary employee has been hired to fill the position until a permanent employee can be hired.

9. Environmental Resources Specialist II – Certification and Training: This position became vacant when the previous employee decided to leave state government following maternity leave. This position has been posted.

10. Engineer Senior – District Office Coordination/Compliance and Enforcement: This position became vacant when the previous employee retired. This position has been posted.

11. Engineer Associate – St. Albans District Office: This position became vacant when the previous employee retired. This position has been posted.

12. Office Assistant III – Infrastructure and Capacity Development: This position became vacant when the previous employee took a position with another state agency. This position will be posted for a replacement.

13. Office Assistant III – Beckley District Office: This position became vacant when the previous employee was promoted within the Office. This position has been posted.

We continue to work to fill the vacant positions within the organization. Over the past year, we have used a method of hiring temporary employees to help fill the voids. This has been somewhat effective although there are limitations with the time period that we are able to retain temporary employees. The short time period can impact the amount of time that is needed to adequately train those employees. It has been effective with clerical related work. We have also hired some retired employees on a temporary basis.

If you have any questions about the above information, please let me know. You may reach me at 304-558-6715, or via e-mail at Walter.M.Ivey@wv.gov.

Very truly yours,

Walter M. Ivey, P.E., Director
Environmental Engineering Division

WMI:snj