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

Joe Manchin III
Governor

Martha Yeager Walker
Secretary

August 14, 2009

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 June 30, 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. Paralegal/Environmental Resources Specialist II – Compliance and Enforcement: This position became vacant due to the person leaving state government. The position had been changed to an Environmental Resources Specialist II and posted. A suitable candidate has been selected. This position has been filled.

2. Environmental Resources Program Manager I – Infrastructure & Capacity Development: This position became vacant due to the previous employee retiring from state government. The position had been posted and candidates have been interviewed. A suitable candidate has been selected. This position has been filled.

3. Geologist II – Source Water Assessment & Protection: This position became vacant when the previous employee took the Geologist III position within the organization. The position has been posted as both Geologist II and Environmental Resources Specialist II. A suitable candidate was selected to fill the Geologist II position. The position has been filled.

4. Office Assistant II – Certification and Training: This position became vacant when the previous employee took an Office Assistant III position within the Division. The position had been posted and candidates have been interviewed. A suitable candidate was selected and approved but did not respond to the job

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offer. Another suitable candidate has been selected. The position has been filled.

5. Secretary II – Director's Staff: This position became vacant when the previous employee left state government to finish her education. The position has been posted, candidates have been interviewed and a suitable candidate has been selected. This position has been filled.

6. Office Assistant III – Source Water Assessment & Protection: This position became vacant due to the previous employee retiring from state government. The position had been posted and candidates have been interviewed. A suitable candidate has been selected. This position has been filled.

Vacant 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 have been interviewed. A suitable candidate has been selected and is being processed to hire.

2. Engineering Technician – St. Albans District Office: - This position became vacant due to the previous employee leaving state government. The process has started to post the position.

3. Environmental Resources Specialist III - Infrastructure and Capacity Development: This position became vacant when the previous employee retired from state government. The position has been posted, candidates interviewed and a suitable candidate selected.

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

5. Sanitarian Chief/Engineering Technician – Philippi District Office: This position became vacant when the previous employee left state government. The position has been posted as an Engineering Technician and Sanitarian Chief, candidates have been interviewed and a suitable candidate has been selected.

6. 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 have been interviewed. A suitable candidate was not selected. The position has been advertised at various times. The position has been posted as an Engineering Technician. A candidate has been selected and is being processed to hire.

7. Engineer Associate – Infrastructure & Capacity Development: This position became vacant due to the previous employee leaving state government. The position has been posted. The position was advertised but a suitable candidate has not been selected. The position was reposted using several classifications to obtain a candidate. A potential candidate has been identified.

8. 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 will be reposted as an Office Assistant II.

9. Engineer Associate – Infrastructure & Capacity Development: This position became vacant due to the previous employee retiring from state government. The position has 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 candidate has been selected and is in the process of being hired.

10. 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 has been hired as a temporary employee. This employee is in the process of being hired in a permanent position.

11. 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 has been posted. No suitable candidate was selected. The position will be reposted.

12. 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 will be reposted as an Office Assistant II.

13. Environmental Technician II – Data Management: This position became vacant when the previous employee transferred to the Secretary II position within the Division. The position has been posted, candidates interviewed and a suitable candidate selected. The position is in the process of being filled.

14. Engineering Technician – St. Albans District Office: - This position became vacant due to the previous employee leaving state government. The process has started to post the position.

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 are exploring hiring 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:snr