February 15, 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 December 31, 2008 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. Office Assistant III – Infrastructure and Capacity Development: 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 was selected. This position has been filled by an existing EED employee.

2. Environmental Resources Program Manager I – Data Management: This position became vacant due to the previous employee changing positions in state government. The position had been posted and candidates have been interviewed. A suitable candidate has been selected. This position has been filled by an existing EED employee.

3. Programmer – Data Management: This position became vacant due to the person leaving state government. The position had been posted and candidates have been interviewed. A suitable candidate has been selected. This position has been filled.

4. Engineer Trainee/Technical Analyst Associate – St. Albans District Office: - This position became vacant when the previous employee retired from state government. This was posted as an Engineer Trainee but a suitable candidate was not selected. This position has been posted as a Technical Analyst Associate and a candidate has been selected. This position has been filled.

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5. Engineer Associate – Beckley District Office: This position became vacant due to the previous employee retiring. The position had been posted and candidates have been interviewed. This position has been filled.

6. Engineer – Infrastructure & Capacity Development: This position became vacant due to the promotion of the previous occupant. The position has been posted and candidates interviewed. This position has been filled.

7. Engineering Technician – St. Albans District Office: - This position became vacant when the previous employee retired from state government. The position has been posted, candidates interviewed, and a suitable candidate has been selected. This position has been filled.

8. Geologist III – Source Water Assessment & Protection: This position became vacant when the previous employee left state government. The position was posted, candidates interviewed and a suitable candidate selected. The position has been filled by an existing EED employee.

9. GIS Administrator – Source Water Assessment & Protection: This position became vacant when the previous employee changed positions within the Engineering Division. The position was posted, candidates interviewed and a suitable candidate was selected. This position has been filled.

10. Environmental Resources Specialist III - Infrastructure and Capacity Development: This position became vacant when the previous employee left state government. The position was posted, candidates interviewed and a suitable candidate selected. The position has been filled by an existing EED employee.

11. Sanitarian Chief/Engineering Technician – Philippi District Office: This position became vacant when the previous employee left state government. The position had been posted with no applicants. The position has been posted as an Engineering Technician, candidates interviewed and a suitable candidate was selected. This position has been filled.

12. Geologist I – Kearneysville District Office: This position became vacant due to the previous employee changing positions in state government. The position has been posted, candidates interviewed, and a suitable candidate has been selected.

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Vacant Positions:

1. 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.

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

3. Engineer Associate – Infrastructure & Capacity Development: This position became vacant due to the previous employee leaving state government. The position has been posted. The position has been advertised but a suitable candidate has not been selected.

4. Office Assistant II/Data Entry Operator II – Data Management: This position became vacant due to the previous employee leaving state government. The position is being evaluated to determine if a change in classification is possible. This position has been changed to a Data Entry Operator II. This position has been posted.

5. 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 has been advertised but a suitable candidate has not been selected.

6. Technical Analyst Associate – Infrastructure & Capacity Development: This position has been filled with a temporary employee and then a permanent employee that later resigned. The position has been posted but a suitable candidate has not been selected.

7. 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.

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8. Environmental Resources Specialist II - Infrastructure & Capacity Development: This position became vacant when the previous employee took the ERS III position within the organization. The position has been posted.

9. 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.

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

11. 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.

12. 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.

13. 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.

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