

MEMORANDUM

DATE: March 7, 2019

TO: Personnel and Finance Committee

FROM: Janel Heinrich, Director, PHMDC

SUBJECT: **Approval to fill vacant Sanitarian II Position #2722**

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. Position #2722, Sanitarian II has been vacant for longer than six months.

1.) What is the nature of the work or what is the essential function?

The Sanitarian II maintains technical and regulatory knowledge and experience in the areas of licensed establishments in order to provide accurate and complete information to licensed establishment owners, operators, and staff in the field or when communicating with professional or general public inquiries. The Sanitarian independently performs field inspections of licensed establishments and investigates other complaints related to general environmental sanitation. The Sanitarian reviews and approves environmental health plans, permits and license applications.

2.) How has the function been fulfilled without this position?

PHMDC is an agent for the State of Wisconsin for licensed establishments in Dane County to include restaurants, grocers, convenience stores, lodging, swimming pools and body art. The contract requires that PHMDC conduct at least one annual inspection of these establishments to insure compliance with regulations. Sanitarians in this program have an assigned number of establishments to inspect in compliance with contract requirements and during this vacancy have been assisting with licensed establishment inspections that are unassigned (or assigned to this vacant position).

In addition, the Environmental Health Division has recently experienced a series of transitions, included the hiring of a new supervisor and several retirements, which has prompted an initial review of the work as a whole. The recent and sustained growth in the County is adding approximately 30-40 new licenses per year, which requires a review of the adequate number of personnel to complete the inspections.

3.) What will be the impact on the Department's function and mission if the position remains vacant?

If this position remains vacant, some licensed establishments will not be inspected on an annual basis and there is a risk that the Department will not be able to fulfill the contract requirements set by the State of Wisconsin Department of Agriculture, Trade, and Consumer Protection.

More importantly, without routine inspections of licensed establishments, food safety may be compromised, pest infestations at lodging establishments may increase, violations of the Tattoo and Body Piercing codes will increase and swimming pools may not run with the correct sanitization level. PHDMC also provides education in the field for our operators and the general public, and these activities will need to be stopped or slowed.