



Lapeer County Board of Commissioners

255 Clay Street, Suite 301

Lapeer, Michigan 48446

Phone: (810) 667-0366

Fax: (810) 667-0369

OUR NEW WEBISTE: www.lapeercountymi.gov

PERSONNEL COMMITTEE

OCTOBER 12, 2023

ADMINISTRATION CONFERENCE ROOM 302

****10:00 A.M.****

*(**Estimated Time – Meeting will Commence immediately following the Committee of the Whole/Full Board Meeting in the Board Office**)*

Committee Members: Truman Mast (Chair); Gary Howell and William Hamilton



- 1) **CALL TO ORDER** BY CHAIRMAN/ACTING CHAIRMAN
- 2) CONSIDERATION OF THE **AGENDA** *(Additions and/or Deletions)*
- 3) CONSIDERATION OF THE DRAFT **MINUTES** OF THE **SEPTEMBER 14, 2023 PERSONNEL COMMITTEE MEETING AND SEPTEMBER 28, 2023 SPECIAL PERSONNEL COMMITTEE MEETING**

NEW/OLD BUSINESS:

4) HEALTH DEPARTMENT –

- A. REQUEST TO AMEND THE TABLE OF ORGANIZATION TO ADD AND HIRE TWO TEMPORARY NON-REGULAR PART-TIME GENERAL CLERK POSITIONS (#TBD, PAY GRADE 13) FOR THE PURPOSE OF SCANNING/DIGITALIZING OLD RECORDS THROUGH SEPTEMBER 2024, AT NO ADDITIONAL COST TO THE COUNTY'S GENERAL FUND
- B. REQUEST TO AMEND THE TABLE OF ORGANIZATION AND ADD AND HIRE ONE REGULAR PART-TIME SANITARIAN OR REGISTERED SANITARIAN POSITION (#TBD) FOR THE SOIL EROSION & SEDIMENTATION CONTROL PROGRAM (SESC) AT NO ADDITIONAL COST TO THE COUNTY'S GENERAL FUND

5) ADDITIONAL ITEMS (IF NEEDED)

- A.
- B.

ADJOURN...

Next Tentative Personnel Meeting: Thursday, October 26, 2023 (if needed)

PERSONNEL COMMITTEE

SEPTEMBER 14, 2023

***CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 11:47 a.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, Gary Howell, and William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Jackie Arnold, Chief Financial Officer; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Lauren Emmons, CMH CEO, Brooke Sankiewicz, CMH Chief Clinical Officer and Emma McQuillan, CMH Interim CFO.

AGENDA

The Agenda was reviewed.

Motion by Hamilton, supported by Howell, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.

MINUTES

The minutes from the August 24, 2023 Personnel Committee Meeting and the August 30, 2023 Special Personnel Committee Meeting were briefly reviewed and discussed.

Motion by Howell, supported by Hamilton, to approve the minutes from the August 24, 2023 Personnel Committee Meeting and the August 30, 2023 Special Personnel Committee Meeting, as presented. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Mr. Emmons was present, along with Ms. Sankiewicz and Ms. McQuillan, to provide information regarding their request to make a \$750,000 contribution to the MERS retirement fund for two of their divisions (\$570,750 into Division 06, CMH Union and \$179,250 into Division 60, CMH Non-Union). He reported that based on the difference between the actuarial and the 2022 market evaluation, they will be underfunded, especially with the addition of new employees and the new wages that went into effect in 2023, so they feel that the use of the funds available to do this will be well spent. Questions and discussion followed. The Committee inquired how many staff they have increased. Mr. Emmons stated that in 2017, they had approximately 76 employees, and in 2023, they have 171 employees. He further stated that this was a recommendation by their auditors. Ms. Arnold stated that she agreed that it is a good idea for CMH to pay into the fund due to unfunded liabilities.

Motion by Howell, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to authorize CMH to make a one-time transfer payment to the MERS fund in the amount of \$750,000.00 (\$570,750 into Division 06, CMH Union and \$179,250 into Division 60, CMH Non-Union), to be fully paid by CMH funding, and at no cost to the County's General Fund. Motion carried unanimously.

Mr. Emmons also requested to amend their Table of Organization to add 17 new additional positions in order for CMH to fulfill the requirements of the state now that they are now a Certified Community Behavioral Health Center (CCBHC). Questions and discussion followed and Mr. Emmons stated that the new designation will now allow CMH to serve the mild to moderate population regardless of type of insurance status, diagnosis, etc. They are requesting to add the following positions:

- 3-CMH Professional BA (#TBD, Case Managers, PG 18)
- 2-Certified Peer Support Specialist Positions (#TBD, PG 15)
- 5-Master Level Clinicians (#TBD, PG 21)
- 1-Peer Support/Parent Support Partner (#TBD, PG 15)
- 2-Account Clerks (#TBD, PG 15)
- 1-CMH Professional BA (Non-Union, Quality Dept, #TBD, PG 18)
- 1-BA Supervisor (#TBD, Non-Union, IT/Data Mgmt Dept, PG 21)
- 2-General Clerks (#TBD, PG 13)

Mr. Emmons reported that these positions are funded through the PPS1 through Region 10, and at no cost to the County. Further questions and concerns followed. The Committee inquired how CMH determined the number of staff since this is a new program. Discussion was also held regarding funding and expansion of government. The Committee requested that CMH go back and determine a proposal to staff this new program in order to get it started.

Motion by Hamilton, supported by Howell, to refer the request from CMH to add an additional 17 employees to the next Personnel Committee Meeting, and to have CMH come pack with a list of positions to phase in that are necessary for beginning the new program to start October 1st. Motion carried unanimously.

Mr. Emmons also requested permission to hire and negotiate the rate of pay within the approved steps for the Master Level positions at CMH. He reported that they have continued to have difficulties in hiring Master Level positions and it is imperative to be able to make offers to them immediately in order to avoid losing good candidates. He stated that they have been practicing this since 2019, prior to the wage study, based on licensing, credentialing, and certification and they just want to be able to continue it due

to the labor market issues. Waiting for personnel and board approvals will delay being able to get the ML supervisors. This will only be done for the Master Level positions. Questions and discussion followed.

Motion by Howell, supported by Hamilton, pursuant to the recommendation of the Personnel Committee, to authorize the CMH Chief Executive Officer to negotiate the rate of pay within the approved steps for full-time Master Level Clinicians or other Master Level Supervisor positions only, which will be determined based on licensing, credentialing, and certification in evidence-based practices, in order to expedite employment offers due to the statewide labor market shortages of qualified Master Level individuals, with the understanding that all associated costs will be paid by CMH and at no cost to the County's General Fund. Motion carried unanimously.

Mr. Emmons noted that he has already negotiated and offered positions to some candidates and asked if he could proceed with filling those positions prior to the Full Board approval at the end of the month.

Motion by Hamilton, supported by Howell, that the CMH Chief Executive Officer be authorized to immediately move forward with negotiating the rate of pay for the two current pending employment offers with the Master Level positions (prior to Full Board approval of the motion above). Motion carried unanimously.

ADMINISTRATION/ANIMAL CONTROL

Moses Sanzo gave an update on the vacant Chief Animal Control Officer position. He stated that the position is posted on several platforms and the County's website and we are still taking applications in order to set up interviews. He further reported that he has met and discussed hiring former Chief, Dave Eady, as a freelance contractual employee to provide support services to the current staff at Animal Control. Mr. Eady is retired from the County and based on his discussions with MERS, is willing to work up to 32 hours per week up to 6 months, will sign a contract, and will be paid through Accounts Payable with a 1099, and will receive no benefits. Further questions and discussion followed.

Motion by Hamilton, supported by Howell, pursuant to the recommendation of the Personnel Committee, to authorize the County Administrator/Controller to hire a temporary contractual consultant position to assist in the Animal Control division until the vacant Chief position is filled. Motion carried unanimously.

ADJOURN

Motion by Hamilton, supported by Howell, to adjourn the meeting. Motion carried unanimously. 12:55 p.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

SPECIAL PERSONNEL COMMITTEE

SEPTEMBER 28, 2023

***CONFERENCE ROOM 302 – ADMINISTRATION OFFICE, COUNTY COMPLEX
255 CLAY STREET, LAPEER, MI 48446***

Chairman Truman Mast called the meeting to order at approximately 8:15 a.m. in Conference Room 302 in the Administration Office on the 3rd Floor of the County Complex.

Members Present: Commissioners Truman Mast, Gary Howell, and William Hamilton.

Others: Moses Sanzo, County Controller/Administrator; Doreen Clark, Administration Office Manager; Sheryl Sims, HR Manager; Lauren Emmons, CMH CEO, Brooke Sankiewicz, CMH Chief Clinical Officer and Emma McQuillan, CMH Interim CFO.

AGENDA

The Agenda was reviewed.

Motion by Hamilton, supported by Howell, to approve the Personnel Committee Agenda as presented. Motion carried unanimously.

COMMUNITY MENTAL HEALTH

Mr. Emmons, along with Ms. Sankiewicz and Ms. McQuillan, returned with a revised request to amend their Table of Organization to add the proposed 17 new additional positions in two phases in order for CMH to fulfill the requirements of the state now that they are now a Certified Community Behavioral Health Center (CCBHC).

They are requesting a portion of the employees be hired between October 1 and December 31, then the remaining employees would be added in between January 1st through March of 2024. They again reported that this new designation will now allow CMH to serve the mild to moderate population regardless of type of insurance status, diagnosis, etc. so they expect the number of clients to significantly increase. Ms. McQuillan explained the analysis they used to determine the estimated number of staff that they anticipate they will need including national averages, as well as previously denied clients. The revised request included the following phase in plan to add the 17 new positions:

Phase One (October 2023 – December 2023)

- 1-Certified Peer Support Specialist Position (#TBD, PG 15)
- 3-Master Level Clinicians (#TBD, PG 21)
- 2-Account Clerks (#TBD, PG 15)
- 1-BA Supervisor (#TBD, Non-Union, IT/Data Mgmt Dept)
- 1-General Clerk (#TBD, PG 13)

Phase Two (January 2024 – March 2024)

- 3-CMH Professional BA (#TBD, Case Manager, PG 18)
- 1-Certified Peer Support Specialist Position (#TBD, PG 15)
- 2-Master Level Clinicians (#TBD, PG 21)
- 1-Peer Support/Parent Support Partner (#TBD, PG 15)
- 1-CMH Professional BA (Non-Union, Quality Dept, #TBD, PG 18)
- 1-General Clerk (#TBD, PG 13)

Mr. Emmons reported that they also expect an influx of new clients once the community is aware that service is now available for the mild to moderate population. He stated they are also seeing an increase in cases due to the impact the pandemic had on communities. Questions and discussion followed regarding insurance payments, private pay, credit card payments, as well as how they handle collections for clients who have the means to pay but do not. The committee asked further questions and expressed concerns about implementing the full proposed phase without having data to justify the staffing. It was a consensus to that CMH report back in 3 months after they implement Phase 1 of the staffing plan.

Motion by Hamilton, supported by Howell, to recommend to the Full Board, to amend the Table of Organization and authorize Community Mental Health to add the following new positions to fulfill the requirements of the State Demonstration participation as a Certified Community Behavioral Health Center, which will also provide services to the mild to moderate clients of Lapeer County, as follows to be paid from CMH funding and at no additional cost to the County's General Fund:

Phase One (October 2023 – December 2023)

- 1-Certified Peer Support Specialist Position (#TBD, PG 15)
- 3-Master Level Clinicians (#TBD, PG 21)
- 2-Account Clerks (#TBD, PG 15)
- 1-BA Supervisor (#TBD, Non-Union, IT/Data Mgmt Dept, PG21)
- 1-General Clerk (#TBD, PG 13)

And further, with the understanding that CMH will report back to the Personnel Committee of the program demands for consideration of potential Phase 2 staffing requests. Motion carried unanimously.

ADJOURN

Motion by Hamilton, supported by Howell, to adjourn the meeting. Motion carried unanimously. 8:50 a.m.

Truman Mast, Chairman
Lapeer County Personnel Committee

Minutes Prepared by: Doreen Clark, Office Manager

REQUEST FOR ACTION

DATE: 06 October 2023

 X REQUEST FOR ACTION
 FOR YOUR INFORMATION
 REQUEST FOR INFORMATION

TO: Personnel Committee

FROM: Kathy Haskins, MPH, BSN

SUMMARY OF REQUEST / INFORMATION: Request authorization to amend the table of organization to create 2 Non-Regular Part-time, Temporary General Clerk Positions (#s TBD) for the purpose of scanning old records throughout the building. Additionally, request authorization to fill the positions. These would be temporary, through Sept. 2024, or until job is completed. Funding will be through the Strengthening the Public Health Workforce Grant.

ADDITIONAL INFORMATION: In order to make document retrieval much less cumbersome and to eliminate many file cabinets of old records that must be kept, these positions would be for the purpose of putting these records in electronic format. This would make all public records more readily accessible.

CONTACT PERSON(S): Kathy Haskins

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: Job Description

DRAFT MOTION: Motion by _____, supported by _____ to authorize the Health Department to amend the table of organization to create 2 Non-regular Part-time, temporary General Clerk positions, and authorize the filling of these positions, at no additional cost to the County General Fund.

ATTACHMENTS YES X NO

LAPEER COUNTY
HEALTH DEPARTMENT
GENERAL CLERK - HEALTH

General Summary

Performs a variety of clerical tasks to assist in the processing of a variety of Health Department records and providing clerical support to other staff. Assists in enrolling clients in programs and answers questions on departmental procedures, eligibility requirements, scheduling, and related matters. Types a variety of forms and documents, completes various documents with information from the client or from file documentation and assists in maintaining record keeping systems. Performs data entry. Performs a variety of clerical support tasks.

Essential Functions

1. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for other staff, testing, and for programs or clinics. Assists clients in filling out forms and reviews documents for proper completion.
2. Types various correspondence, reports, forms, and other documents, using word processing software, following established procedures or specific instructions. Proofs documents. May type documents requiring a knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents.
3. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Processes various applications to verify client information, checking data for accuracy and completeness.
4. Prepares and types a variety of forms and other documents such as health charts, case notes, program outlines, and various other documents.
5. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
6. Operates computer terminal for entry of data such as service activity data, billing information, nursing supplies used, immunization records, case notes, payments, vouchers, client information, changes and deletions of demographic information, surveys for program evaluation, and other data.
7. Monitors client records ensuring that proper documents are completed. Updates records and all related documents.

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HEALTH DEPARTMENT

8. Processes various transactions that are unique to the Health Department including reviewing documentation for completeness and accuracy, entering data to computer, completing forms or transactions, and following up as required.
9. Enters applications, permits, licenses, various accounting entries, and other information reflecting environmental health activities into a computer. Generates reports based on department activities.
10. Processes mail of the office, includes conducting file searches to answer inquiries, preparing correspondence, and routing other documents to appropriate parties.
11. May balance money/receipts for the Health Department and prepares cash transmittals for remittance to Finance. May prepare billing statements for program services.
12. May distribute vaccines to in-house clinics and local physicians.
13. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, operating a scanner, and related tasks.
14. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.
15. Notes everything that is happening in the agency each day, i.e., what is happening in each checkout room; who is on triage for the day; who is on call nurse etc. Check appointments at front desk; disinfect ink pens and clip boards for consumer paperwork; scan documents; maintain all incoming faxes and distribute them. Answer out of agency as well as inter agency phone calls. Maintain front desk email. Make sure all paperwork is up to date and plenty of copies when needed.
16. Maintain Document Disclosure Queue. Send out closing letters. Process and send out Consents, requesting information from other offices, creating administrative letters. Check consumers in and schedule appointments and/or reschedule appointments etc.
17. Maintain car reservation books; maintain vehicle maintenance logs. Maintaining the medical records box where records are to be scanned in. Maintain janitorial books and keys for cleaning staff.
18. Act as support staff for IRS department. Check contractual staff time sheets to insure they are being paid for the correct codes they billed for. Audit consumer charts to make sure proper documentation is uploaded into the chart. Order all agency supplies.

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HEALTH DEPARTMENT

19. Fill in when staff are not in the office in Doctors Scheduling department as well as fill in for co-workers.

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation, or equivalent experience.

Experience: One year of clerical experience is required. Prefer experience and training in various computer software and equipment.

Qualifications:

Knowledge of maintenance equipment and procedure.

Knowledge of organization or department operations, services and policies.

Knowledge of general office procedures and protocols.

Knowledge of financial rules, regulations, laws and procedures.

Skill in Microsoft office, including excel, word and power point.

Ability to understand and relate to clientele.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exempt

Workers' Compensation Code: 8810

Occupational Employment Statistical Code: 55108

Physical Requirements {This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:

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HEALTH DEPARTMENT

Ability to access office files.

Ability to enter and retrieve information from a computer.

Ability to access records and documents of the division.

Ability to operate copy machines and other office equipment.

Ability to communicate effectively orally and in writing

Working Conditions:

Works in office conditions.

REQUEST FOR ACTION

DATE: 06 October 2023

X REQUEST FOR ACTION

FOR YOUR INFORMATION

REQUEST FOR INFORMATION

TO: Personnel

FROM: Kathy Haskins, BSN, MPH

SUMMARY OF REQUEST / INFORMATION: Request authorization to amend the table of organization for the Health Department to create a Regular Part-time Sanitarian or Registered Sanitarian position, and to fill said position.

ADDITIONAL INFORMATION: The primary responsibilities for this position will be the Soil Erosion and Sedimentation Control Program (SESC). The goal is to hire a sanitarian, but depending on applicants, may be a registered sanitarian. A registered sanitarian has a higher level of experience/training. I've attached both job descriptions.

CONTACT PERSON(S): Kathy Haskins

BACKGROUND INFORMATION:

SUPPORTING DOCUMENTS: See attached Job Descriptions

DRAFT MOTION: Motion by _____, supported by _____ to authorize the Health Department to amend the table of organization to create a regular part-time sanitarian or registered sanitarian position (#TBD), and to fill said position, at no additional cost to the County General Fund.

ATTACHMENTS YES X NO

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HEALTH DEPARTMENT

SANITARIAN

General Summary

Under the supervision of the Environmental Health Director, or direction of the Environmental Coordinator, inspects commercial, residential and public locations in the county to enforce federal, state and county sanitation and environmental health laws to safeguard the public health.

Essential Functions

1. Inspects and evaluates premises and establishments having public health significance, such as schools, public swimming pools, bathing beaches, dwellings, workplace, childcare facilities, campgrounds, mobile home parks, waste disposal facilities, private and public water supplies and sites of alleged public health nuisances. Prepares reports and correspondence pertaining to activities. Ensuring lifelines and emergency phone systems are in working order.
2. Investigates complaint involving possible water pollution, insect and rodent infestation, and similar public health hazards and nuisances. Collects samples and specimens for laboratory analysis when appropriate.
3. Inspects licensed food service establishments for cleanliness, proper food handling practices, and compliance with sanitation standards. Inspects and licenses temporary food facilities. Reviews plans, blueprints and specifications for construction of new facilities or renovations of existing structures for compliance with environmental health standards regarding water well development and advises owners, builders, architects and other regarding prevention or correction or problems.
4. Investigates food service complaints regarding improper food service practices, suspected food-borne illness outbreaks or adulterated food. Prepares and submits a formal report. Conducts illness investigation using accepted epidemiological methods.
5. Issues verbal and written orders to correct violations, re-inspects to ensure compliance, collects samples, takes pictures, prepares reports and initiates legal action, with approval of the director. Testifies at hearings and in court as necessary.
6. Assists the general public in the office or by telephone with their complaints and questions regarding sanitation and environmental health matters. Gives advice on the prevention and resolution of problem matters and responds to complaints regarding potential environmental concerns.

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7. Works with various state agencies such as Department of Community Health, Environmental Quality, Agriculture, Natural Resources, and others to jointly resolve environmental and public health problems.
8. May post unsafe water supplies, unsafe bathing areas or other facilities deemed harmful to the public welfare.
9. Approves licenses and issues permits for facilities and locations that are in substantial compliance with applicable regulations as determined through an on-site inspection or evaluation.
10. Provides information to the public on interpretation of standards, analytical data, the significance and potential impact of various environmental hazards or public health concerns.
11. Meets the community group and local agencies regarding prevention and resolution of environmental health problems. Provides education and technical assistance to the public regarding sanitation and environmental health matters.
12. Provides education and technical assistance to the public regarding sanitation and environmental health matters.
13. Provides input on the development of environmental health policies, procedures, and codes.
14. Performs a variety of office activities such as the preparation of reports on activities. Recommends action to the Environmental Health Director in cases where conditions exist which may be injurious to the public health.
15. Prepares individual inspection reports based on findings during the inspection whether it be routine, follow up, or a complaint.
16. Reviews previous inspection reports before conducting an inspection to identify strengths and weaknesses that facility possesses in order to best judge overall improvement or new problems.

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

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HEALTH DEPARTMENT

Employment Qualifications

Education: Possession of a bachelor's degree in Environmental Health or related field, or equivalent experience.

Experience: This is an entry level position. No previous experience is required. Six-month break-in period.

Qualifications:

Knowledge of general environmental health topics.

Knowledge of sanitation code, state laws, and federal laws in regard to common environmental health.

Skill in Microsoft Office, fillable PDFs, and general technology.

Knowledge on public health and community demographics.

Knowledge on general site plans and computer aided design.

Knowledge of the Michigan Food Law and Food Code as well as applying exact situations to broad violation codes cited.

Knowledge of inter-office excel documents including complete food facility ledger, food facility monthly lists, temporary food facility lists, and plan review lists.

Skill in Health Space program / fluent in food program within Health Space.

Ability to diffuse difficult situations when presenting agitated food facility owner/operator with violations or complaints.

Knowledge of procedures during licensing period, including sending out applications, receiving paid applications and sending out licenses-all complete with required documentation and communication between local and state governing authorities.

Other Requirements: Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status:

Worker's Compensation Code:

Occupational Employment Statistical Code:

Physical Requirements *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following*

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HEALTH DEPARTMENT

requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:

Walking over uneven terrain to inspect proposed subdivisions, campgrounds, and building sites.

Climbing up and down ladders to gain access to heating and ventilation systems.

Climbing up and down ladders to enter basements, crawl spaces, and attics.

Crawling in crawl spaces and under houses to inspect plumbing and well construction.

Bends, stoops, and kneels to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.

Ability to travel throughout the county to conduct inspections.

Ability to enter and access information using a computer.

Ability to communicate effectively in person, over the phone, and through emails/reports when dealing with facility owners/operators, general public or other local jurisdictions including county and state entities.

Working Conditions:

Works outside in various types of weather conditions.

Exposure to environmental hazards during course of investigations.

Works with hostile individuals during the course of investigation/enforcement functions.

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HEALTH DEPARTMENT

REGISTERED SANITARIAN

General Summary

Under the supervision of the Environmental Health Director, or direction of the Environmental Coordinator, inspects commercial, residential and public locations in the county to enforce federal, state and county sanitation and environmental health laws to safeguard the public health. Review plans, blueprints, and specifications for construction of new facilities or renovation of existing structures. May supervise other employees in assigned programs in the absence of the Environmental Health Director.

Essential Functions

1. Inspects and evaluates premises and establishments having public health significance, such as schools, public swimming pools, bathing beaches, dwellings, workplace, child care facilities, campgrounds, mobile home parks, waste disposal facilities, private and public water supplies and sites of alleged public health nuisances. Prepares reports and correspondence pertaining to activities.
2. Investigates complaint involving possible water pollution, insect and rodent infestation, and similar public health hazards and nuisances. Collects samples and specimens for laboratory analysis when appropriate.
3. Inspects licensed food service establishments for cleanliness, proper food handling practices, and compliance with sanitation standards. Inspects and licenses temporary food facilities. Reviews construction of new establishments and renovations of existing facilities.
4. Investigates food service complaints regarding improper food service practices, suspected food-borne illness outbreaks or adulterated food. Prepares and submits a formal report. Conducts illness investigation using accepted epidemiological methods.
5. Issues verbal and written orders to correct violations, re-inspects to ensure compliance, collects samples, takes pictures, prepares reports and initiates legal action, with approval of the director. Testifies at hearings and in court as necessary.
6. Reviews plans, blueprints, and specifications for construction of new facilities or renovations of existing structures for compliance with environmental health standards regarding structures for compliance with environmental health standards regarding sewage systems and water well development and advises

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owners, builders, architects, and others regarding prevention or correction of problems.

7. Assists the general public in the office or by telephone with their complaints and questions regarding sanitation and environmental health matters. Gives advice on the prevention and resolution of problem matters and responds to complaints regarding potential environmental concerns.
8. Works with various state agencies such as Department of Community Health, Environmental Quality, Agriculture, Natural Resources, and others to jointly resolve environmental and public health problems.
9. May post unsafe water supplies, unsafe bathing areas or other facilities deemed harmful to the public welfare.
10. Meets the community group and local agencies regarding prevention and resolution of environmental health problems. Provides education and technical assistance to the public regarding sanitation and environmental health matters.
11. Approves licenses and issues permits for facilities and locations that are in substantial compliance with applicable regulations as determined through an on-site inspection or evaluation.
12. Provides information to the public on interpretation of standards, analytical data, the significance and potential impact of various environmental hazards or public health concerns.
13. Provides education and technical assistance to the public regarding sanitation and environmental health matters.
14. Provides input on the development of environmental health policies, procedures, and codes.
15. Performs a variety of office activities such as the preparation of reports on activities. Recommends action to the Environmental Health Director in cases where conditions exist which may be injurious to the public health.
16. May train and/or consult with other Sanitarians and Registered Sanitarians.
17. May oversee or provide leadership to other employees in defined program areas.
18. May supervise other employees in the absence of the Environmental Health Director.

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HEALTH DEPARTMENT

19. Investigates complaints and documents conditions and issues corrective action orders. Reinspects as needed. Works in hazardous and sometimes hostile environments.
20. Conducts a variety of sampling and documents chain of custody, prepares for shipment. Reviews and analyzes results and determines status of facility.
21. Oversees maintenance and repair of county owned vehicles issued and operated.

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Possession of a bachelor's degree in Environmental Health or related field, or equivalent experience.

Experience: Three years of experience equivalent to a Sanitarian.

Qualifications:

Extensive knowledge of Lapeer County Sanitary Code and policy as well as working relationships local officials and private contractors.

Knowledge of Environmental Health principals including geography, geology, hazardous materials, soil science, air quality and water resources.

Knowledge of public health safety including food service.

Knowledge of construction and plumbing practices.

Knowledge of practical engineering practices.

Effective time management and scheduling tasks in time allotted.

Mechanical competency.

Other Requirements: Possession of current registration as a Sanitarian in the State of Michigan or registered as an Environmental Health Specialist from the National Environmental Health Association. Possession of a valid Michigan driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status:

LAPEER COUNTY

HEALTH DEPARTMENT

Worker's Compensation Code:

Occupational Employment Statistical Code:

Physical Requirements *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

Walking over uneven terrain to inspect proposed subdivisions, campgrounds, and building sites.

Climbing up and down ladders to gain access to heating and ventilation systems.

Climbing up and down ladders to enter basements, crawl spaces, and attics.

Crawling in crawl spaces and under houses to inspect plumbing and well construction.

Bends, stoops, and kneels to inspect food service establishments, sewage treatment systems, water well construction sites, and other locations.

Ability to travel throughout the county to conduct inspections.

Ability to enter and access information using a computer.

Effective written and oral communication skills.

Working Conditions:

Works outside in various types of weather conditions.

Exposure to environmental hazards during course of investigations.

Works with hostile individuals during the course of investigation/enforcement functions.