

STAFF REPORT



To: Board of Directors

From: Patrick Treanor, District Engineer

Date: November 21st, 2024 (Urgency Measure)

Subject: Authorization to Increase Number of Lab Analyst Positions to Three

RECOMMENDATION

It is recommended that the Board of Directors authorize an increase to the number of staff positions for Lab Analysts I or II from two positions to three positions (increase of one Lab Analyst).

DISCUSSION

For background, the District currently authorizes the General Manager to hire two Lab Analysts and one Lab Supervisor. The lab must be staffed 7 days a week to meet permit sample collection requirements, so the two Lab Analysts work split schedules to work 7 days a week. Ever increasing regulatory requirements have added to the workload on the District Laboratory. Increasing staff by one analyst will provide time for the Lab Supervisor to focus time on bigger picture lab requirements such as: State lab accreditation, quality control improvements, regulatory reporting improvements, and laboratory information system software improvements.

FUNDING

Hiring an additional Lab Analyst I staff member would have an additional cost to the District under salaries and benefits of approximately \$150,000 annually.

Currently the District is spending approximately \$190,000 annually on Contract lab services to maintain our regulatory permit requirements. Once the District re-obtains lab accreditation, the bulk of this water quality analysis work can be done in-house.