

**TO THE HONORABLE BOARD OF COMMISSIONERS OF BERRIEN COUNTY:** Your County Personnel and Human Services Committee respectfully recommends the adoption of the following:

**RESOLUTION**

**WHEREAS**, the Berrien County Health Department (BCHD) operates programming through Environmental Health Services to provide prevention, surveillance, enforcement and technical consultation services related to environmental health hazards; and

**WHEREAS**, BCHD has historically had an Administrative Assistant position provide support to this area of the Department; and

**WHEREAS**, upon thorough review of the duties listed in the Administrative Assistant position description, it was determined that there is programmatic need to update and revise the position providing program support within for Environmental Health areas; and

**WHEREAS**, BCHD requests to delete the Administrative Assistant (position number 0322) and replace it with a new position of Program Support Specialist to better fit the needs of the program areas that will be supported by this position; and

**WHEREAS**, funding is available to support this position:

**DELETE:**


1- Administrative Assistant (Pos#0322)  
Grade: 4, FOPLC Union  
(1.0 FTE)

**ADD:**

1 – Full-time Program Support  
Specialist (1.0 FTE)  
Grade: 4, FOPLC Union

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, pending approval from the FOPLC Union, that the Berrien County Board of Commissioners create this classification effective on the date of this resolution.

Resolution endorsed by the  
BERRIEN COUNTY BOARD OF HEALTH

  
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Margaret Kohring, Chair

**RESPECTFULLY SUBMITTED,**  
**BERRIEN COUNTY PERSONNEL AND HUMAN SERVICES COMMITTEE**

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William J Chickering, Chairman

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David Vollrath, Vice-Chairman

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Teri Sue Freehling