

Skagit County Noxious Weed Control Board

1800 Continental Place Mount Vernon, WA 98273 (360)-416-1467

Minutes

Published Meeting
October 18th 2018, 6:00pm
Skagit County Noxious Weed Board
Board of Commissioners Hearing Room
1800 Continental Place
Mount Vernon, WA 98273

- I. CALL TO ORDER 6:05 pm
- II. ROLL CALL
 - 1. Don McMoran
 - 2. Victor Jensen
 - 3. Brian Waltner
 - 4. Joseph Shea
- III. AGENDA
 - a. Approval of October 18th 2018 meeting agenda
 - b. Victor Moves
 - c. Brian Seconds

Call to vote: Aye: 2 Nay: 0

Motion Passes

IV. MINUTES

a. Approval of April 19th 2018 meeting minutes

Victor Moves Brian Seconds

Call to vote: Aye: 2 Nay: 0

Motion Passes

b. Approval of July 19th meeting minutes

Victor Moves Brian Seconds

Call to vote: Aye: 2 Nay: 0

Motion Passes

- V. GUEST COMMENTS
- VI. CONTINUED BUSINESS
 - a. Noxious Weed Coordinator Report
 ****See Attached****

Chair

Brian Waltner

Secretary

Jim Carstens

Board members:

- Victor Jensen
- Extension representative:
 - Don McMoran (WSU)
 Agriculture & Natural
 Resources Extension
 Faculty County
 Extension Director

Coordinator:

 Joseph Shea (Skagit County) **Joseph Shea** - Grandy Creek has seen a lot of improvement and is very manageable but unfortunately the Samish River project needs to be looked at again. In order to be efficient and effective we would need a much higher funding level to complete the job in an efficient manner. We also want to make sure that we are being consistent with land owners.

We need to find some additional contractors for enforcements since much of our equipment is not large enough to do treatments efficiently. There are various properties that we wanted to do enforcements on but were unable to get the proper equipment. Hopefully having an additional staff member would be able to free up more time to be more consistent with enforcements.

We also had a couple people that I noticed a language barrier. When talking with the landowners I noticed that pamphlets and letters I have sent have fallen on deaf ears. After talking with Bronlea I found that we don't have a Hispanic translator for publications. For the Mount Vernon area this would be very helpful. Don McMoran suggests including translation and communication services as part of the existing inter-local agreement to use the WSU translator to help provide property specific letters and notifications to the landowners.

In 2018 we did a lot more work on some of the Skagit county rock pits. This will hopefully limit some of the spread caused by Skagit County with the road maintenance and restoration work. We have put together a report for WSDOT to show them the various areas that we are having thistle and scotch broom problems. Many of the problem areas are near on and off ramps and on highway 20 going west towards Anacortes. We will be giving this report to WSDOT and will work with them to focus on these problem areas.

b. Treasurers Report ***See Attached***

We are on track to use all of our budget for the end of the year. With general fund we have roughly \$5,000.00 remaining but much of that will go to part time wages as well as equipment maintenance once we bring those out of the field. With our grant programs we will have close to 0\$ left in our Spartina grant for the 2019 year but in knotweed we will have roughly 7,000\$ left to be used by June 30th. We are planning on starting our Coordinator a month early to start with landowner permissions and scheduling. With that and a full crew using the grant funds through the month of June we should have 0\$ left by the end of the biennium.

c. Filling vacant/expired positions Sonny Gohrman is interested and lives within District 3, he will be completing an application and sending it in to run for District 3.

d. 2019 Meeting time and dates Victor Moves to have our 2019 Quarterly meetings at... (Meeting Time 5:30pm)



- January 17th
- April 18th
- July 18th
- October 17th

Brian Seconds

Call to Vote: Aye: 2 Nay: 0

Motion Passes

VII. NEW BUSINESS

a. Contracts with local Rights-Of-Way and Dike Districts.

Due to lack of personal we don't want to make formal agreements to manage private and public lands since it may negatively affect our other programs. Also we need to make sure that we are supporting local business and coordinate with contractors for any future land management agreements.

b. Contract Amendment K2273

\$7000.00 additional in knotweed programs

c. New Full Time Position Proposal

This New position is under the direction of the Coordinator and supported by the director and the Noxious Weed Board. We feel that having another full time staff member is critical for the success of our program. This employee would be consistent with landowners and would open more time for other programs to be developed and implemented. Also this will free up more time for the coordinator to do more land surveys and landowner notifications to ensure people are managing their properties for noxious weeds.

d. 2019 Budget Request

For 2018 we have a 10,000 increase in part time labor. Also we have a secondary budget request for another full time staff member. With grant funds partially funding the requested position \$56,000 including benefits will be requested from the general fund.

** see attached budget report**

e. District Delineation Revision

Victor Moves to move the district boundary between district 3 and 2 from highway 9 to big Lake Blvd and then back to highway 9 extending south to Snohomish County.

Brian Seconds

Call to vote: Aye: 2 Nay: 0

Motion Passes

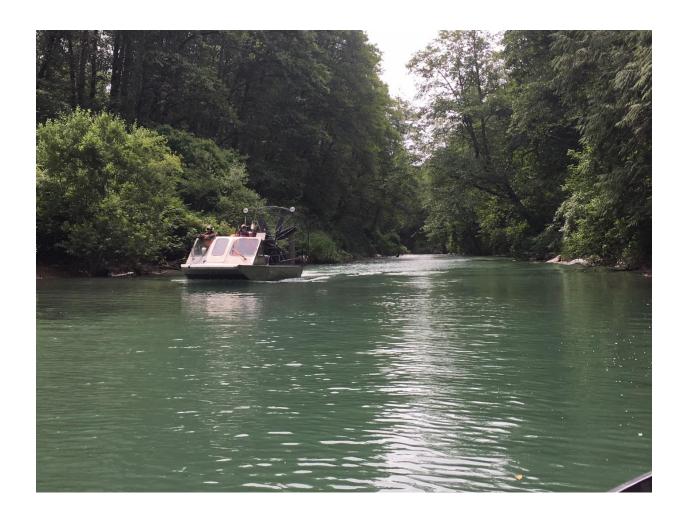
VIII. MISCELLANEOUS

IX. ADJOURNMENT

6:52pm



Skagit County Noxious Weed Control Board 2018 yearly report



Joseph Shea
Skagit County Noxious Weed Coordinator
1800 Continental Place



Mount Vernon, WA 98273 jshea@co.skagit.wa.us 1-(360)-770-2694



<u>Staff</u>

1.	Joseph Shea	Skagit County Noxious Weed Coordinator
2.	Brian Maupin	Spartina Coordinator
3.	Christie turner	Spartina Technician
4.	Alexandra Simpson	Spartina Technician
5.	Curtis Thompson	Weed Aid
5 .	Patrick McCornack	Weed Aid
7.	Domenick Weirick	Weed Aid
	Washington Conservat	tion Corps
1.	Joshua Boswell	6 Person Crew. 3 weeks
2.	Trevor Cassidy	·
3.	Dan DeVoe	•
		· ·
	Treatments & Cooperate	tive Efforts
•	Skagit River Survey	WSDA, Skagit CWMA
•	Dunlop Bay and Swinomish Channel	WDFW, Swinomish Tribal Community
•	Northern State Pond	.Sedro Woolley Parks, Wildcat Steelhead Club
•	Poison Hemlock on dike trail in Padilla BaySkagit	County Parks and Recreation, Dike District 12
•	Purple loosestrife in Dunlop bay	.Swinomish Tribal Community, WSDA, WDFW
•	Perennial Pepper weed in Padilla BaySwinomish	Tribal Community, Padilla Bay research station
	Education and out	reach
1.	WCC Noxious weed Training #2	Octobor 4 th
ı. 2.	Skagit River Salmon Festival	
z. 3.	WSU forestry Class	•
۶. 4.	WSU livestock advisory	·
 5.	Skagit County Fair	-
5. 5.	Spartina Training	_
	Whatcom County IPC EDRR training	
	WCC Noxious weed training	
9.	Mount Vernon Science Night	-
10.	SFEG Earth day	
11.	Backyard Conservation Noxious Weed Session	April 4 th
12.	Skagit Home and Garden Show	March 23th – 25 th
13.	Youth Ambassadors Concrete Middle School	March 14 th
14.	Washington State Weed Coordinators Conference.	March 7 th -9 th
15.	Skagit Farmers Supply Annual Recertification Meet	ingFebruary 20 th –21 st









Grant Programs







2018 Spartina



Figure 1. – Talking Fields/ Fir Island

Figure 2. – Samish Bay/ Chuckanut



Figure 3. – Fidalgo Bay/ Padilla Bay

Figure 4. Swinomish Channel



Figure 5. – Stanwood/ Camano Island

Figure 6. – Everett



2018 Knotweed

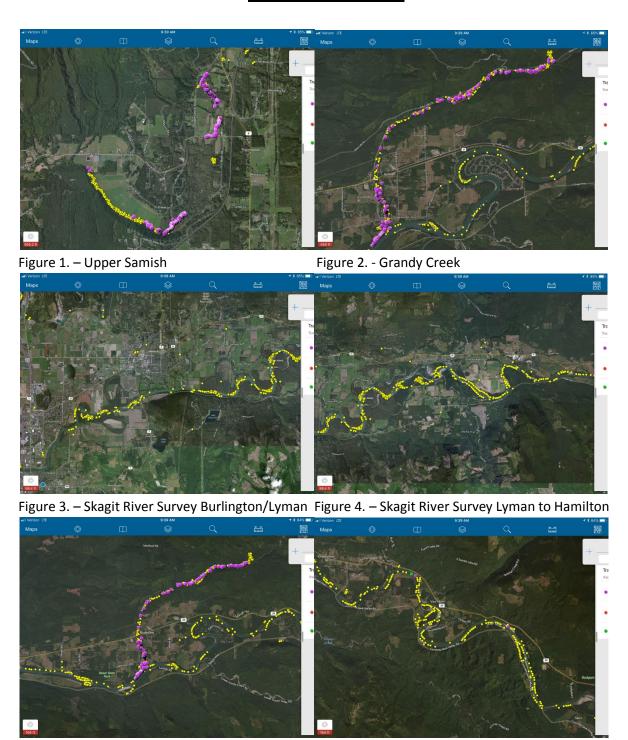


Figure 5. – Skagit River Survey Hamilton to Concrete Figure 6. – Skagit River Survey Concrete to Sauk



Landowner Notifications

- Giant hogweed in Sedro Woolley.
- Thistle on Memorial Highway and Avon Allen.
- Thistle on Bend Rd.
- Tansy Ragwort on Little Mountain Road.
- Tansy Ragwort on Lake Cavanaugh Rd.
- Knotweed on Skagit County Rock pit (Concrete & Burlington).
- Blackberries Cook rd.
- Poison Hemlock on Cook Rd.
- Right-of-way WSDOT Thistle and Scotch Broom from Lake Samish to Sterling Rd.
- Knotweed at Taylor Shellfish scheduled for treatments next year.
- Giant Hogweed at sharps corner golf course.
- Poison Hemlock on Channel Drive
- Tansy Ragwort at Persons Rd. Worked with landowners' neighbor and pulled cut and bagged 5 contractor bags of tansy ragwort.
- Skagit County Road Division (Common Teasel, Tansy Ragwort & Poison Hemlock on Franklin rd.)
- Knotweed in Anacortes (1st Ave)

Landowner Calls and Consultations

- 33 landowner appointments
- 49 Spray Records (General) Brian is still finalizing all of his records for his report (Spartina & Knotweed).
- 1 Crop Field Inspection
- 3 public health Consultations
- Mayor of Concrete Consultation





2018 Treatments





1. Japanese Knotweed for WDFW Enforcement

I was contacted by Wayne Watne about a property that had a violation for bank strengthening and they had some knotweed they needed to control as part of their violation. I meet with the landowners and was able to treat the small population. Since this area was within our new target area and new survey area it was valuable to perform the treatment under our Knotweed grant.



2. Giant Hogweed at sharps corner golf coarse

Laurel Baldwin from Whatcom County had been contacted about some possible Giant Hogweed at the golf course on sharps corner. I talked with the landowner and surveyed the area and found a small population near the road. I treated the population and haven't seen any other plants in the area.



3. Giant Hogweed in Sedro Woolley

There is a large population of giant hogweed on River Rd. in Sedro Woolley. Some of the plants were in an organic farm and along the right away. After contacting the landowner they were able to pull their plants but once I sprayed the population on the road I found more extending into an old wrecking yard. I sent a letter to the landowner to gain access and they called and scheduled an appointment. I



was able to treat an additional 10 to 15 plants over a 50x50 foot area. The landowner was unable to manage the property themselves and are in the process of selling the property.

4. Poison Hemlock on Padilla Bay Dike

Working with Skagit County Parks and Dike District 12 we were able to treat 1 mile of dike that was heavily infested with poison hemlock and was on the edge of a large turf field. Many landowners that were present during the treatment were very happy that the county was getting rid of the hemlock and we received an email and a phone call of local residents that were happy with our work and our professionalism while applying in a high traffic area. Dike District 12 was able to provide all the chemical for the treatments.





5. Poison hemlock on channel drive

This year we were able to work with the residents on channel drive on treating the Poison Hemlock. We worked directly in the right-of-way and treated one mile of roadway. We coordinated with the other landowners and ensured that their properties were treated too to reduce Swinomish Channel transport of seed and to reduce the spread to the adjacent blueberry and other Ag fields.



6. Poison Hemlock at ferry terminal

With the assistance of the Port of Anacortes, Anacortes Parks, San Juan County Noxious Weed Control Board, and the Washington Department of Transportation, we all meet for 2 days to helped pull plants and bag seed heads. San Juan County was worried about public safety at the terminal and transport to their county so this area was an area of importance.



7. Northern State Steelhead Pond

With the assistance of the City of Sedro Woolley, Skagit County PW, the WDFW and the Wildcat Steelhead Club we were able to do a treatment on Purple Loosestrife and yellow flag iris at the pond at Northern State. There currently is a project to dredge the pond to improve the water quality and we thought it was important to collect seeds and limit the noxious weeds in the pond to make sure that the plant don't spread when dredging. Sedro



Woolley was able to provide all the chemicals for the treatment and members of the Steelhead club provided some assistance.

8. Scotch broom with Swinomish tribe

During out time with WCC we worked on a project on the west side of the Swinomish Tribal Community. While working on State, Tribal and Private Lands we were able to remove scotch broom off the bluffs and improved the shoreline habitat for native plants and shore birds.





9. Blackberry at Prairie rd. prep for planting

As a collaborative job with the Skagit County Natural Resource Division we assisted with a property and helped cut and grub blackberry thickets on a sediment pond and were unable to do any chemical treatments. Through the natural resource grant available our crew was able to prep a site for revegetation.

10. Garlic Mustard

In early June we visited the Day Creek site and preformed a broadcast right-of-way treatment on the early vegetation. Two weeks later we did a spot treatment on the new seedlings that were appearing. This is the only known population of Garlic Mustard in Skagit County and I have been coordinating with Brad Clifton our road side manager to ensure we are monitoring the site. We will be sending letter to the surrounding landowners on plant identification and to contact us if they see any outside of the Right-of-way area.





11. Pepper weed & pelicans

We have been working with Kevin Anderson from the Swinomish Tribal Community and have been looking at the sand islands at the north end of the Swinomish Channel. This area has been an area of concern with our Spartina treatments but now we have been seeing an invasion of Perennial Pepperweed. Over the last couple years we have been seeing an increase in pelicans that

have been using the island so before treatment we needed to ensure we aren't disrupting that new endangered population. We ended up



surveying with the Swinomish Biologist and assessing the risks involved with any treatments and are now looking at doing an early



treatment next year on the Perennial Pepperweed and extending some of that work north along Padilla Bay.



12. Purple Loosestrife on Dunlop bay

Once again working with the WCC and the Swinomish Tribal Community we have been able to start work in Dunlop Bay as a preliminary treatment to our work on Purple Loosestrife in the greater Fir Island area. While our Spartina crews' worked through the season they see purple loosestrife as a big issue and needs to be addressed. We hope to increase our efforts with purple loosestrife in the future.



13. Tansy Ragwort pulling on Persons Rd.

After being contacted by Dan Peth it became apparent that there was a large population of Tansy Ragwort that needed to be addressed. Due to time constraints, scheduling and the time of notification we were unable to do any chemical treatments before the plants went to seed. We were able to meet with Dan and picked 5 contractor bags of tansy. Upon further survey of the field we found a large population we couldn't address that was further into the woods. Since the plants were already at seed the possibility of spreading the plants was too great and so we held off further work until the next season.

14. Tansy Ragwort on Little Mt Rd.

Notified another landowner on the tansy ragwort on their property that was amongst their

livestock and there was a lack of communication that made it very hard to work with the landowner. Even though I meet with the landowner on the property I don't believe they understood much of what I was saying. I was looking for a Spanish translator and in the Public Works but there isn't a translator that could provide notices and bulletins in Española. I know I have talked with Don about this in the past about possibly using their translator but

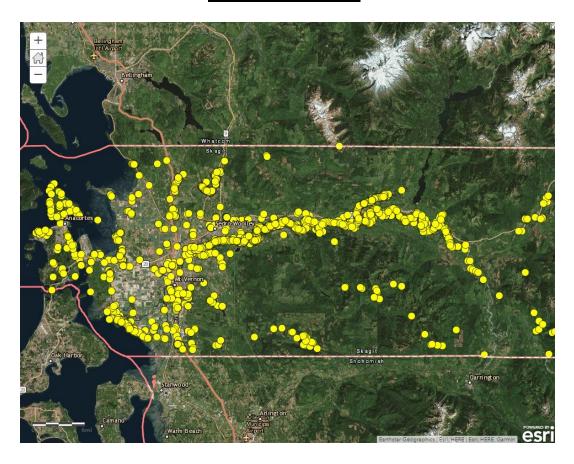


since it would be a direct cost this is something that should be addressed.





Data Collection



2018 Knotweed

Count of Square		
Row Labels	Feet:	
Bohemian	1724	
Giant	17	
(blank)		
Grand Total	1741	

2018 Spartina

Row Labels	Count of Square Feet:	Count of County
alterniflora	363	330
anglica	8239	4696
patens	1	
Phragmites	1	
Spartina		
anglica	1	
Spartina		
anglica	1	
(blank)		
Grand Total	8606	5026



2018 Common Weeds					
Count of					
Row Labels	Total Sq. Ft.				
butterfly bush	33				
common tansy	1				
common teasel	63				
cordgrass, common	13				
English holly	2				
English ivy - four cultivars only	1				
European coltsfoot	2				
evergreen blackberry	2				
field bindweed	2				
French broom	1				
garlic mustard	24				
giant hogweed	7				
Himalayan blackberry	37				
Italian arum	3				
knotweed, Bohemian	1329				
knotweed, giant	62				
knotweed, Japanese	97				
loosestrife, purple	259				
old man's beard	1				

OTHER

perennial pepperweed

policeman's helmet

poison hemlock

Scotch broom

shiny geranium

spurge laurel spurge, leafy

tansy ragwort

yellow archangel

yellow flag iris

Grand Total

thistle, bull thistle, Canada

	Count of Total Sq.
Row Labels	Ft.
Austrian fieldcress	1
bugloss, annual	1
outterfly bush	587
common St. Johnswort	107
common tansy	401
common teasel	87
cordgrass, common	80
Dalmatian toadflax	1
English hawthorn	1
English holly	2
English ivy - four cultivars only	23
European coltsfoot	2
evergreen blackberry	13
field bindweed	40
French broom	1
garlic mustard	27
giant hogweed	8
gorse	1
nawkweed, orange	5
hawkweeds: All nonnative	
species and hybrids of the	
neadow subgenus	1
herb-Robert	37
Himalayan blackberry	135
talian arum	3
Japanese eelgrass	15
knotweed, Bohemian	2802
knotweed, giant	975
knotweed, Himalayan	1
knotweed, Japanese	191
oosestrife, garden	3
loosestrife, purple	396
nonnative cattail species and	
hybrids	30
old man's beard	13
OTHER	7
oxeye daisy	64



4

16

2

30 13

1

2 13

2

95

6

34

2486

329

perennial pepperweed	19	sulfur cinquefoil	7
perennial sowthistle	12	tansy ragwort	94
poison hemlock	396	thistle, bull	64
policeman's helmet	14	thistle, Canada	329
reed canarygrass	2	wild chervil	12
Scotch broom	204	yellow archangel	16
shiny geranium	28	yellow flag iris	140
spurge laurel	4	Grand Total	7404
spurge, leafy	2		





Board members

- 1. Victor Jensen
- 2. Brian Waltner
- 3. Jim Carstens
- 4. District 4 Vacant
- 5. District 3 Vacant

Budgets

Spartina

Revenue received = \$75,801.06 Budgeted = \$80,000.00 Remaining June 30th 2019 = \$4,198.94

Knotweed

Revenue received = \$17,662.94 Budgeted = 27,000.00 Remaining June 30th 2019 = \$9,337.06

General

Budgeted = \$109,071.00 Budget EOY \$92,558.00 Remaining = \$16,531.00

Total Budget =\$147,558.00

Improvements

- 1. Increased landowner enforcement and surveying.
- 2. Increase agricultural presence
- 3. Separate duties
- 4. Get full time grant program funding to hire full time coordinator.



Spartina Coordinator Budget allocation

2018 Knot	weed	<u>l</u>	<u>2017 Spar</u>	<u>tina</u>	
	\$	1,860.65		\$	12,544.10
Social Security 7.65% Workers Compensation Unemployment	\$ \$	142.34 111.78	Social Security 7.65% Workers Compensation Unemployment	\$ \$	959.62 111.78
Insurance	\$	27.91	Insurance	\$	188.16
Total Salaries/Benefits	\$	2,142.68	Total Salaries/Benefits	\$	13,803.67
<u>2018 Spai</u>	<u>tina</u>				
	\$	10,406.56			
Social Security 7.65%	\$	796.10			
Workers Compensation Unemployment	\$	111.78			
Insurance	\$	156.10			
Total Salaries/Benefits	\$	11,470.54			
<u>2017 knot</u>	weed	<u>l</u>			
	\$	3,083.07			
Social Security 7.65%	\$	235.85			
Workers Compensation Unemployment	\$	111.78			
Insurance	\$	46.25			



\$ 3,476.95

Total Salaries/Benefits

Figured on Monthly Cost:			
Monthly Salary		\$	3,471.87
Social Security 7.65%		\$	265.60
Workers Compensation		\$	223.57
Unemployment Insurance		\$	52.08
Medical		\$	1,506.00
Retirement		\$	440.93
Total Monthly Costs		\$	5,960.04
Total Annual Costs		\$	71,520.50
		•	,
Hours worked in a year	2080		
Paid days off per year:	2000		
Annual leave	80		
Sick leave	96		
Holidays	104		
,			
Total hours of accrued leave	280		
Annual Hours worked			1800
Gross Hourly Rate		\$	39.73
Total Annual Costs		\$	71,520.50
Less Knotweed Grant		\$	(2,809.82)
Less Spartina Grant		\$	(12,637.11)
Total Approximate Cost to General Fur	nd	\$	56,073.58

SKAGIT COUNTY POSITION DESCRIPTION

Position Title: Noxious Weed Grant Program Coordinator

Department: Public Works

Report To: Noxious Weed Coordinator

Occupation Code: 24952 Salary Range: 10

SUMMARY: Utilizing Integrated Pest Control (IPM), position is responsible for overseeing the detection and eradication/control of noxious weeds throughout the County.

ESSENTIAL FUNCTIONS:

Develops and delivers grant program public education and outreach programs (and evaluates effectiveness of same) including but not limited to developing outreach materials, preparing newsletters, articles and targeted mailings with the goal of informing and educating the public about noxious weeds, and the importance of control and eradication.

Identifies target weed species in all types of habitat including forest, riparian and rangeland.

Applies herbicides (safely and properly) to treat noxious weeds with ATV, UTV, truck, backpack, stock mounted sprayers and watercraft. All herbicide applications shall be in accordance with state and federal laws.

Operates, repairs, maintains and calibrates various types of equipment and tools, including backpack sprayers and ATV mounted spray tanks, water tanks, trailers, hand tools, pumps, personal protective equipment and power tools.

Collects and records data, including daily herbicide application records, entering and/or updating weed points into GPS.

Surveys, inventories and maps noxious weed infestations using GPS. Surveys may be done on foot, truck, boat, ATV or by other methods.

Maintains mapping information, treatment records and monitor data using programs such as ArcGIS and Microsoft Office Programs.

Supervises staff to assist with weed control and eradication in accordance with County personnel policies and procedures. Contracts with professional independent contractors as necessary to carry out the functions of the department.

Establishes performance standards for the department and ensures that staff and contractors meet them.

Applies for and administers available grants to support noxious weed programs. Receives and responds to grant requests and submittals as directed. Coordinates and prepares data for grants, and oversees administration, grant reimbursement and record keeping. Prepares detailed monthly grant summary of activity and ensures grant compliance.

Prepares annual budget request and monitor approved budget throughout the year.

Maintains a records system to track the department's work.

Keeps abreast of laws, rules and regulations concerning weed eradication. Ensures that application of chemicals and use of equipment is performed in accordance with all applicable laws and to safety standards to protect employees and the public.

Attends relevant trainings as authorized by the Director.

SUPERVISORY:

The position has direct supervisory responsibility for up to 6 part-time, on-call employees.

OTHER JOB FUNCTIONS:

Performs related duties as assigned. Related duties as required are duties that may not be specifically listed in the position description, but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

QUALIFICATIONS:

Bachelor's degree in natural resources management, environmental sciences, rangeland ecology, agriculture, botany or related field (preferred); OR experience in noxious weed control, rangeland management, forestry or related natural resource field.

An equivalent combination of education and experience may be substituted which provides the skills, knowledge and abilities to perform the essential functions of the position.

REQUIRES KNOWLEDGE OF:

- Integrated Pest Control (IPM)
- Plant materials
- Pesticides/herbicides
- Various agencies, including Dept. of Fish and Wildlife, Washington Department of Ecology, Washington Department of Agriculture, Department of Transportation, The Nature Conservancy, and Indian Tribal Communities
- Effective supervisory techniques
- Contract and grant management
- Computer applications such as Word, Excel, Access and Outlook
- Grant and contract management practices
- Voucher and payroll programs
- GPS Mapping
- Budgeting

REQUIRES THE ABILITY TO:

- Operate computers and computer programs such as Word, Excel, Access and Outlook as well as specialized mapping programs/applications.
- Follow oral and written instructions.
- Perform analysis of budgets, contracts, and noxious weed data.
- Maintain close working relationships with supervisor, employees and landowners.
- Communicate effectively, both verbally and in writing, with other employees and public.
- Requires ability to navigate through variety of outdoor terrains in varying weather conditions with heavy equipment.
- Work safely under potentially hazardous river, road, or weather conditions.
- Operate and maintain vehicles and equipment used in weed management.
- Lead, coach, train, and direct day-to-day crew functions.
- Plan, schedule, layout, and maintain day-to-day work functions.
- Organize, prioritize and coordinate work assignments with little or no supervision.
- Exercise independent judgment in analyzing problems, issues and situations.
- Handle hazardous chemicals safely in accordance with label laws.
- Work in inclement weather.
- Lift 50 pounds.

LICENSES AND/OR CERTIFICATIONS:

Possess a valid Washington State driver's license Public Pesticide Operator's license. Aquatic Applicator's License. Agricultural Applicator's License. Right-of-Way Applicator's License.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Work is performed in both office and outdoor environments at various sites around Skagit County. Adverse weather conditions are common. Physical effort is required to lift equipment, chemical backpacks, weed whacker machinery, etc. weighing in excess of 40 lbs. Physical effort is required to access difficult terrain along the County's shorelines (on foot).

HAZARDS:

May involve working in boats (airboat, amphibious), ATVs, on roadsides, slippery and/or muddy conditions. May be exposed to insects, chemicals and adverse weather conditions.

Skagit County, as an equal employment opportunity employer, encourages applicants from diverse backgrounds to apply.

It is the policy of Skagit County to follow all federal and state laws to ensure non-discrimination in its employment practices.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak

the discretion of the employer.	Ü	•	·	•

work periods, or otherwise to balance the workload. Changes to the position description may be made at