



Memo

To: Ryan Barrett

From: Meja Handlen, Public Health & Social Services Director

Date: August 18, 2025

Subject: Hiring casual help Laboratory Technician

We are seeking permission to hire the new casual help Laboratory Technician for the water lab at grade 117 step 5 which is currently \$27.28 per hour. The Technician position is rated at grade 117 and the current Technician is at step 13. Offering a rate above the minimum is essential to attract and retain a qualified candidate who can quickly assume responsibility for lab operations, ensure continued compliance with regulatory standards, and continue to provide exceptional customer service. The new Technician will work 32 hours per week for the first two weeks of each month. This equates to 0.4 FTE. As this is a casual help position, only very limited benefits will be provided, and annual step increases will not be awarded.