

Appendix A					
2026 Staffing Requests Not Advanced to Budget					
				Estimated Cost (Annualized)	Funding Source(s)
Position Title	Department	Purpose / Key Responsibilities			
1	Records Management-Student Intern	Corporate Management	Provide short-term support to the Records Management team during the Network Drive Cleanup and implementation of Access Rights Management software. Assist with record classification, clean-up, and filing to ensure compliance, efficiency, and continuity while allowing permanent staff to focus on complex and strategic records management work.	\$ 49,140	Levy funded
2	Communications Officer	EWEMS	Provide dedicated communications support to Essex-Windsor EMS, including social media, website updates, marketing, photography, video, and campaign development. Lead communications for the community AED program and promote EMS initiatives, health promotion, recruitment, and public engagement through timely, consistent, and targeted messaging.	\$131,050	Levy funded
3	Community Programs Coordinator	EWEMS	Provide dedicated coordination of Essex-Windsor EMS community programs, education, and outreach. Represent EMS at community events, schools, and municipal forums; deliver presentations and public CPR/AED training; oversee the Public Access Defibrillator (PAD) program; and manage EMS booths, displays, and outreach activities. Collaborate with Fire, Police, Public Health, and community partners on joint initiatives. Support fundraising and charitable efforts, maintain promotional materials, and coordinate staff/volunteer involvement to enhance EMS visibility, strengthen public trust, and build community resilience.	\$121,467	Levy funded
4	Manager of Physical Resources	EWEMS	Provide dedicated leadership for Essex-Windsor EMS's physical resources, including fleet, facilities, equipment, and supply chain operations. Strengthen compliance and preventative maintenance oversight, ensuring Ministry of Health standards are consistently met and documented. Support capital projects and infrastructure initiatives by coordinating timelines, budgets, and operational follow-up. Enhance communication and accountability between leadership and operations by bridging the Deputy Chief of Planning and Physical Resources and the Supervisor of Equipment Maintenance. Improve efficiency, reduce compliance risks, and ensure readiness of all physical resources to support frontline staff.	\$194,124	Levy funded
5	Commander of Operations	EWEMS	Provide dedicated operational leadership for Essex-Windsor EMS, serving as the on-duty or on-call Operations Commander. Oversee daily operations, deployment planning, resource allocation, and operational readiness. Lead incident command during critical events, coordinate with allied emergency services, and supervise frontline personnel. Support scheduling, program development, data analysis, and interagency initiatives. Enhance staff mentorship, operational efficiency, system resiliency, and succession planning while alleviating pressures on the Deputy Chief of Operations.	\$194,124	Levy funded
6	Vehicle Services Technician	EWEMS	Provide dedicated technical support for Essex-Windsor EMS fleet and medical equipment maintenance. Perform preventative maintenance, timely repairs, and documentation to ensure operational readiness and compliance with Ministry of Health standards. Support a growing fleet, Early Response Units, and patient conveyance equipment while reducing reliance on external vendors. Enhance operational reliability, minimize downtime, and provide coverage during peak periods, staff absences, and emergent operational demands.	\$129,820	Levy funded
7	HR Generalist-EWEMS	Human Resources	Provide dedicated HR support to Essex-Windsor EMS by managing recruitment and onboarding, monitoring qualifications compliance, and supporting supervisors with performance management, investigations, and accommodation. Strengthen attendance, return-to-work, and WSIB processes to reduce compliance and labour relations risks. Improve employee experience through timely and consistent HR service delivery while enabling the HR Manager to focus on strategic initiatives, labour relations, and long-term workforce planning.	\$147,780	Levy funded

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8	HR Generalist-Sun Parlor Home	Human Resources	Provide day-to-day HR support at SPH to managers and staff, relieving administrative pressures on the HR Business Partner (HRBP). Supervise HR Assistants, manage recruitment, employee relations, attendance, performance management, and low-to-moderate complexity investigations. Support grievance preparation, legislative compliance, HR tools implementation, and orientation programs. Act as first point of contact for HR matters, escalating potential issues and improving responsiveness, consistency, and service delivery across the organization.	\$138,200	Levy funded
9	Recruiter	Human Resources	Manage all unionized recruitment for the County, streamlining hiring processes, improving candidate communications, and ensuring compliance with collective agreements and employment standards. Serve as central point of contact for hiring managers, standardize workflows, track applicants, reduce time-to-fill vacancies, and support HR staff by offloading union recruitment tasks to enable strategic HR initiatives.	\$104,100	Levy funded
10	WSIB & Legal Support Specialist	Human Resources	Centralize WSIB claims management across the County while reducing overlap with wellness functions. Serve as the lead liaison between the County, WSIB, injured employees, health care providers, and internal stakeholders. Manage end-to-end WSIB claims processes, including filing, tracking, compliance, cost relief applications, and appeals. Provide guidance on return-to-work plans, modified duties, and case-specific consultation. Maintain accurate records, monitor trends for risk mitigation, and deliver WSIB-related training. Support Legal Services with research, correspondence, and policy development related to claims management, workplace accommodation, and applicable legislation.	\$148,700	Levy funded
11	Maintenance 1	Infrastructure & Planning Services	Provide operational support for County Facilities by bridging the gap between core skilled trades (Maintenance 2) and general facility needs. Respond to service requests that do not require specialized trade skills, including light janitorial tasks, basic repairs, and support for after-hour events. Support Maintenance 2 staff by allowing them to focus on technical maintenance, preventative maintenance programs, and urgent facility needs. Act as a training position for career progression toward Maintenance 2 responsibilities. Assist in maintaining safe, functional, and compliant facilities across all County properties, including EMS bases, Roads depots, SPH, Library, and Administrative buildings.	\$ 96,315	Levy funded
12	Roads Supervisor	Infrastructure & Planning Services	Provide operational leadership and supervision for the Roads Department, supporting day-to-day activities, staff oversight, and winter operations. Relieve pressure on existing supervisors by ensuring coverage during vacations, illness, and peak workload periods, including snow and ice control. Supervise Roads staff and contracted resources, coordinate operational priorities, and ensure timely completion of projects and maintenance activities. Contribute to safe, efficient, and effective road operations year-round, while supporting workload balance and continuity of service.	\$160,985	Levy funded
13	Systems Analyst-1	Information Technology	The Business Systems Analyst will support the County's digital transformation by analyzing, documenting, and optimizing business systems, applications, and data. Acting as a bridge between operational needs and IT strategy, the role will improve system integration, eliminate duplication, and enhance data accessibility and quality to support evidence-based decision-making. The analyst will collaborate with departments to gather requirements, identify opportunities for automation, and develop a systems roadmap aligned with strategic goals. This position ensures that technology investments are coordinated, efficient, and responsive to evolving community and organizational needs.	\$105,500	Levy funded

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14	Systems Analyst-2	Information Technology	The Business Systems Analyst will support the County's digital transformation by analyzing, documenting, and optimizing business systems, applications, and data. Acting as a bridge between operational needs and IT strategy, the role will improve system integration, eliminate duplication, and enhance data accessibility and quality to support evidence-based decision-making. The analyst will collaborate with departments to gather requirements, identify opportunities for automation, and develop a systems roadmap aligned with strategic goals. This position ensures that technology investments are coordinated, efficient, and responsive to evolving community and organizational needs.	\$105,500 Levy funded
15	Systems Analyst-3	Information Technology	The Business Systems Analyst will support the County's digital transformation by analyzing, documenting, and optimizing business systems, applications, and data. Acting as a bridge between operational needs and IT strategy, the role will improve system integration, eliminate duplication, and enhance data accessibility and quality to support evidence-based decision-making. The analyst will collaborate with departments to gather requirements, identify opportunities for automation, and develop a systems roadmap aligned with strategic goals. This position ensures that technology investments are coordinated, efficient, and responsive to evolving community and organizational needs.	\$105,500 Levy funded
16	Business Systems Analyst-EWEMS	Information Technology	The Business Systems Analyst for EMS will support the County's digital transformation by analyzing, documenting, and optimizing EMS-specific IT systems, applications, and data. This role will bridge operational needs with strategic IT delivery, improving system integration, reducing duplication, and enhancing data quality to support evidence-based decision-making. The analyst will collaborate with EMS and other departments to gather requirements, identify automation opportunities, and develop a roadmap aligned with enterprise priorities. By providing dedicated, in-house analytical expertise, this position ensures technology investments are coordinated, secure, and effectively support EMS service delivery while enabling innovation, efficiency, and transparency.	\$105,500 Levy funded
17	Maintenance Supervisor	Sun Parlor Home	The Maintenance Supervisor will provide dedicated leadership for maintenance, housekeeping, and laundry operations at Sun Parlor Home, ensuring timely completion of tasks, compliance with Ministry of Long-Term Care standards, and enhanced operational efficiency. This role will support the Manager by overseeing day-to-day workflows, monitoring preventative maintenance, enforcing IPAC protocols, and coordinating contractors. By providing expanded coverage across shifts and rapid response to issues, the supervisor will reduce overtime, improve staff support and retention, and strengthen compliance and quality assurance. The position also supports succession planning by creating a clear leadership pathway and ensuring continuity in the Manager's absence.	\$109,298 Levy funded
18	Part Time Physiotherapy Assistant	Sun Parlor Home	The additional Physiotherapy Assistant (PTA) position will expand capacity to ensure residents receive consistent daily support in achieving their individualized physiotherapy goals. By increasing staffing, the department can close service gaps, provide reliable coverage across all neighbourhoods, and reduce waitlists. This role will enable more residents to engage in physical exercise, maintain mobility and strength, lower fall risk, and prevent avoidable hospital transfers. It will also support backfill for existing full-time PTAs, improve equity of care, reduce administrative burden, and strengthen integration of physiotherapy into the broader holistic care model, enhancing overall resident outcomes and safety.	\$127,323 Levy funded