

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the Environmental Health Manager and Senior Supervising Environmental Health Specialist job descriptions. Salary ranges and Union designations for these two positions were previously approved by the Board.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At the June 22, 2010, the Board authorized that two of the State contracted employees in the Public Health Department be designated as County employees effective July 1, 2010. Job descriptions had not yet been created but it was necessary to transition the State employees because the contract with the State was terminating on June 30, 2010. In the June 22 action, the Board also adopted the State job descriptions until County job descriptions could be created and approved.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

N/A. The Board has previously directed that new County job descriptions be created for these two employees who transitioned from State employment.

Financial Impact? () Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? () Yes () No () Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Job descriptions
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
() General () Other		

CLERK'S USE ONLY:

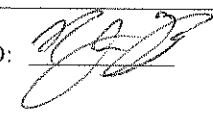
Res. No.: 10-563 Ord. No. _____
 Vote - Ayes: 5 Noes: _____
 Absent: _____
 Approved
 () Minute Order Attached () No Action Necessary

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments:

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
 Attest: MARGIE WILLIAMS, Clerk of the Board
 County of Mariposa, State of California
 By: _____
 Deputy

CAO: 

DEPARTMENT: Personnel

BY: Richard J. Benson

PHONE: 966-3222

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Job descriptions

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 County of Mariposa, State of California

By: _____
 Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
 Comments: _____

CAO: [Signature]

*Kamer
 Please attach
 the attached
 to Res.
 Thank you !!*

Oversees as well as performs inspections and investigations of environmental health conditions associated with retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, vector control, housing, air quality and land use.

Supervises resolution of complaints of regulatory violations associated with environmental health matters.

Performs general administrative/clerical work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, etc.

Performs other related duties similar to the above in scope.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

Principles, procedures and techniques used in planning, implementing and evaluating public health programs.

Principles of supervision, training and performance evaluation.

Management principles and techniques.

Recent developments, current literature and sources of information related to environmental health.

Principles, techniques and materials used in public health education.

Advanced principles of environmental sanitation and sanitary science.

Methods of inspection and investigation.

Advanced principles, practices and trends in the field of environmental health and quality, specifically those relating to the food industry, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, housing, vector control, air quality and land use.

Biological and physical sciences, including chemistry, organic chemistry, physics, microbiology, biology and mathematics.

Communicable diseases and their prevention.

Budget preparation and administration practices.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze, and apply federal, state and local laws, rules, regulations, codes and ordinances.

Interpret and explain complex scientific environmental concepts in a way that teaches and trains.

Select, supervise, train, and evaluate staff.

Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.

Understand and follow oral and written instructions.

Recognize environmental health problems and take effective action.

Conduct routine inspections and investigations; collect and analyze field data and other information, and draw valid conclusions.

Organize and direct the management of the division's programs.

Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research and prepare effective public education and information materials.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative and technical reports.

Perform mathematical computations with accuracy.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives both off road and on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature and noise extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants, unusual heights, air contaminants, fumes/dust, solvents, grease/oil.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, climb, balance, bend, squat, twist and reach while performing office and/or field inspection duties; traverse uneven terrain; operate motor vehicles; lift and/or handle weights of up to 25 pounds; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Four years of increasingly responsible experience as a Registered Environmental Health Specialist preferably in a Health Department setting, which includes one year in a supervisory capacity.

Education:

Graduation from an accredited college or university with a Bachelor's degree in environmental health, biological science, chemistry, or a closely related science.

Additional Requirements:

Registration as an Environmental Health Specialist under the applicable provisions of California law.

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

SENIOR SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION

To perform advanced journey level office and field work involving programs of the Environmental Health Division of the Public Health Department; to perform the more complex environmental health assignments; to serve in a lead capacity over assigned staff; to provide training and advanced technical assistance to assigned staff; uses considerable discretion and independent judgment in prioritizing, planning, and coordinating division projects and tasks; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Environmental Health Manager (Director) and the County Health Officer.

Exercises lead supervision over lower level Environmental Health staff.

EXAMPLES OF ESSENTIAL FUNCTIONS

Performs the more complex field and office professional environmental health assignments associated with retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreational health, vector control, housing, air quality and land use.

Provides administrative support to the Environmental Health Manager (Director) by assisting with the coordination of department programs; may function as the Environmental Health Manager (Director) in his/her absence.

Participates in and may conduct training of new staff in the environmental programs; identifies training needs.

Guides and assists professional staff and provides professional assistance on technical skills and professional responsibilities.

Reviews plans, performs preliminary site evaluations, and issues or rejects permits for the construction of wells, sewage disposal systems, swimming pools and spas, food service facilities, facilities which handle reportable quantities of hazardous materials, underground storage tanks, solid waste facilities, and other facilities which may impact public health; inspects installations for compliance with regulations and approved designs; conducts routine and non-routine inspections of operating facilities.

Inspects commercial businesses and residences for compliance to safety and sanitary regulations; enforces health and safety laws and regulations; investigates a variety of complaints.

Develops working relationships with the residential and business communities, provides customer service in compliance with departmental policies.

Provides air quality control services by monitoring air pollutants, issuing permits and performing field inspections of pollutant sources; reviews and approves or rejects plans for proposed controlled burns.

Prepares and maintains records of inspections and analyzes statistical reports; gathers evidence for appropriate enforcement action by the department; recommends corrective actions, warnings, notices of violations and citations.

Updates and maintains a variety of files, records, charts and other documents; gathers, compiles and synthesizes data; maintain appropriate records and prepares reports as required.

Coordinates and/or participates in special programs and projects as assigned.

Responds to public requests for assistance, complaints or inquiries in areas of responsibility.

Oversees the coordination of assigned activities and programs with those of other departments, divisions and agencies as appropriate.

Performs general administrative and clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

Pertinent federal, state and local laws, regulations, codes and ordinances.

County and division policies and procedures.

Principles, procedures and techniques used in planning, implementing and evaluating public health programs.

Recent developments, current literature and sources of information related to environmental health.

Principles of training, supervision, and work coordination.

Principles, techniques and materials used in public health education.

Principles of environmental sanitation and sanitary science.

Methods of inspection and investigation.

Principles, practices and trends in the field of environmental health and quality, specifically those relating to the food industry, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, housing, vector control, air quality and land use.

Biological and physical sciences, including chemistry, organic chemistry, physics, microbiology, biology and mathematics.

Communicable diseases and their prevention.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

Public / community relations techniques.

Ability to:

Interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Perform the full scope of environmental health and hazardous waste investigations and inspections with minimal guidance and supervision.

Perform special assignments and/or administrative support for the Environmental Health Manager (Director).

Provide effective training and work coordination of other staff.

Provide instruction, guidance, and consultation in correction of environmental problems.

Prepare clear and concise administrative and technical reports.

Effectively represent the department in contacts with the public and other agencies.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives both off road and on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature and noise extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants, unusual heights, air contaminants, fumes/dust, solvents, grease/oil.

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MINIMUM QUALIFICATIONS

Experience:

Three years of increasingly responsible experience as a Registered Environmental Health Specialist preferably in a Health Department, including one year in a lead capacity.

Education:

Graduation from an accredited college or university with a Bachelor's degree in environmental health, biological science, chemistry, or a closely related science.

Additional Requirements:

Registration as an Environmental Health Specialist under the applicable provisions of California law.

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

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