



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

ENVIRONMENTAL HEALTH SPECIALIST TRAINEE, I, II OR III

Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Environmental Health Services
LOCATION: Countywide
SALARY: Range 67 \$4425 \$4646 \$4879 \$5127 \$5371**
Range 71 \$4863 \$5170 \$5364 \$5629 \$5913**
Range 75 \$5349 \$5619 \$5890 \$6189 \$6501**
Range 79 \$5875 \$6172 \$6478 \$6801 \$7145**
The above monthly salary is paid over 26 pay periods annually.

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION

Under general supervision, to perform education, inspection, investigation and enforcement activities intended to prevent, detect, control, and eliminate environmental health hazards; to administer and enforce pertinent federal, state and local statutes, ordinances, codes and regulations governing environmental health and sanitation; and to function as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

Environmental Health Specialist Trainee is the entry and trainee level in the class series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Employees in this class are not required to be registered as an Environmental Health Specialist.

Environmental Health Specialist I is the entry level in the class series, fully qualified to independently perform the full range of duties. Incumbents exercise considerable independent judgment in conducting environmental health inspection and enforcement activities. Assignments involve the inspection of a wide variety of establishments, public and private facilities, and water and waste disposal systems for compliance with public health laws. Incumbents also perform plan review, permit issuance and educational activities to promote sound environmental health practices, and may function as subject matter experts in one or more areas of inspection.

Environmental Health Specialist II is the journey level in the class series. Incumbents are expected to make independent judgments with minimal supervision, possess a high degree of organizational skill and environmental health expertise; work effectively in most environmental health programs. This classification may also serve as a supervisor of professional or technical staff or serve as a project manager of a specialized environmental program performing such duties as program development, implementation, planning and coordination.

Environmental Health Specialist III is the advanced journey level in the class series. Incumbents are expected to make independent judgments with minimal supervision, possess a high degree of organizational skill and environmental health expertise; effectively supervise a cross functional team of professional and technical within a project team; manage the timely and accurate completion of a major project within established budgetary constraints; and work effectively in most environmental health programs. Incumbents in this class perform administrative duties and provide lead supervision to

Environmental Health Specialists Trainees, I and II. Incumbents in this level may be required to have more than one Registration.

LEVEL OF RESPONSIBILITY AND SCOPE

Environmental Health Specialist Trainee receives immediate supervision the Environmental Health Director, Deputy Director or from an Environmental Health Specialist III; may receive technical or functional supervision from other technical or professional staff.

Environmental Health Specialist I receives general supervision from the Environmental Health Director, Deputy Director or Environmental Health Specialist III.

Environmental Health Specialist II receives general direction from the Environmental Health Director or Deputy and may provide supervision to professional or technical staff.

May exercise technical and/or functional supervision and/or training to subordinate staff members.

Environmental Health Specialist III receives general direction from the Environmental Health Director or Deputy Director and may provide supervision to professional or technical staff.

May exercise direct, technical and/or functional supervision and/or training to subordinate staff members.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:

Makes routine inspections of food processing and handling establishments, trailer courts, swimming pools, schools, sewage disposal systems, waste water installations, water wells, garbage facilities and other installations to determine compliance with sanitary laws and regulations and to identify public health hazards.

Inspects pools, water wells, and wastewater installations; access inspection site; collect water samples and prepare samples for laboratory testing; interpret sampling results and determine appropriate response to problematic results; educate public.

Inspects food facilities to include restaurants, schools, hospitals and other public eating establishments to ensure compliance to all Federal, State and local regulations, codes and laws; pulls samples for testing; observes utensil washing and sanitizing procedures; tests water, oven, refrigerator and freezer temperatures; inspects cleanliness of food equipment and cooking environment.

Interprets provisions of sanitary laws and regulations, advises on methods of meeting and maintaining sanitary requirements, and attempts to obtain voluntary conformance;

Investigates complaints regarding overflowing septic tanks and sewers, waste disposal, animal bites, insect problems, and food poisoning cases; and obtains facts, evidence, and samples needed in determining abatement and control requirements.

Reviews plans of proposed septic tanks, swimming pools, and food establishment installations to ensure conformance with acceptable standards and codes.

Inspects residences to evaluate sanitary condition of building, plumbing, lavatory facilities, and adequacy of lighting, ventilation and water supply.

Collects and compiles data; maintains records and prepares reports of daily and periodic inspections and violations, and prepares correspondence and reports relating to the work; performs necessary research.

Attends meetings with community groups to establish rapport and provide education on environmental health topics for the purpose of improving environmental health compliance and awareness.

Performs related duties as assigned.

ENVIRONMENTAL HEALTH SPECIALIST I (In addition to those duties as previously outlined):

Plans and conducts inspections, investigations, and surveys of food establishments, small water systems, sewage disposal systems, well constructions, swimming pools, recreational health facilities, occupied housing, underground storage tank facilities, solid waste facilities, hazardous materials facilities, hazardous waste generators, land use development, rabies and vector control and indoor air quality.

Provides technical expertise and coordinate with others within the Environmental Health Division, other County departments and divisions and other public agencies as necessary.

Prepares more complex reports independently and makes presentations at public meetings, including appeal hearings; prepares and maintains accurate records and files.

Issue permits or licenses when satisfactory conditions are found; performs inspections and investigations of sites; determines compliance or exceptions to compliance and takes steps to correct unsatisfactory conditions; determines and enforces penalty for non-compliance.

Investigates violations and complaints and prepares reports and recommendations; may be required to participate in a countywide program in the investigation and evaluation of radiological health hazards.

ENVIRONMENTAL HEALTH SPECIALIST II (In addition to those duties as previously outlined):

Provides technical expertise in assigned areas of responsibility; makes inspections and investigations in a specialized program; actively maintains expertise of knowledge in specialty area and provides advice and direction to County leadership.

Responds to emergency or special conditions such as hazardous or toxic chemical spills as part of an emergency response team; determines risk through epidemiology, observations, and inspections; notify proper authorities and/or public as appropriate.

ENVIRONMENTAL HEALTH SPECIALIST III (In addition to those duties as previously outlined):

Manages a County wide environmental health project or program; develops and implements program/project plan; identifies and coordinates necessary resources for project completion; provides staff assistance to the county on related issues and planning efforts.

Plans, organizes, coordinates and participates in all aspects of functions and tasks being performed in support of assigned project(s); develops and implements long term implementation strategies and timelines; updates/modifies strategies and/or timelines periodically and as necessary.

Reviews and evaluates operations and activities of assigned project(s); recommends improvements and modifications as necessary; plans, directs, and participates in the implementation of same.

Acts as a primary resource regarding assigned project(s) or area of expertise; its activities, issues and accomplishments to other Environmental Health Department management and staff, County management and staff, the public and outside agencies; provides requested information, data, and projections; represents the assigned project(s) or area of responsibility and the County's best interests, needs and priorities.

Represents assigned project(s) or area of responsibility to other private and public organizations, local communities, special interest groups, schools, academic institutions, research agencies, and the general public.

Establishes and maintains open communications with other departmental programs, projects, and multi-disciplinary teams; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic principles and practices of a variety of science applications such as: geology, hydrology and soils science relative to sewage disposal, well construction, contaminated soil, and groundwater investigation and remediation.
- Basic principles and practices of engineering, chemistry, biology and bacteriology.
- Basic principles and practices for the proper disposal of sewage on site.
- Basic water well drilling practices and procedures.
- Health and Safety Code of the State of California with reference to safe food handling and preparation, sewage disposal and water and local land development ordinances and other applicable ordinances.
- Basic principles of public health as related to potential environment impact.
- Standard and accepted office procedures methods and computer equipment.
- Basic principles and practices of work safety.
- Standard and accepted English usage, spelling, grammar and punctuation.
- Basic statistics and statistical analysis and advanced mathematical calculations.

Skill to:

- On a continuous basis, learn and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information.
- Learn to interpret relevant codes and regulations and apply County policies and procedures.
- Learn to plan and conduct the more routine inspections; read and review blue print/blue lines and plans; and maintain accurate case records.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption.
- Analyze situations quickly and objectively; identify and recommend proper course of action.
- Utilize general and designated office machines and technology in a manner to successfully perform assigned functions.
- Communicate clearly and concisely, both orally and in writing.
- Use a computer, calculator, typewriter, telephone, facsimile machine, photocopy machine microfilm reader printer, thermocouple, and various field monitoring devices.
- Prioritize assigned work effectively for successful job performance.
- Meet the physical requirements necessary to perform required duties in a safe and effective manner for self and others.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

License or Certificate:

- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.
- Must obtain a valid Registered Environmental Health Specialist within three years of appointment to the Environmental Health Services Trainee job class.

Experience and Training

ENVIRONMENT HEALTH SPECIALIST TRAINEE:

Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

At least one year of progressively responsible work performing public health and/or environmental protection inspection and/or administrative support duties.

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, environmental health science, geology, hydrology, natural science, chemistry or a related field with 30 semester or 45 quarter units of college coursework involving chemistry, biology, physics, calculus and algebra as approved by the State of California Department of Health.

ENVIRONMENTAL HEALTH SPECIALIST I:

Knowledge of:

- Local ordinances and state statutes relative to land use, land development and the permitting process.
- Federal, state and local laws and regulations pertaining to environmental health standards and enforcement.
- Standard and accepted methods and procedures for inspecting and correcting unsanitary conditions.
- Standard and accepted methods of responding to hazardous materials risks and emergency situations.
- Standard and accepted methods of identifying a wide range of hazardous materials and determining risks.
- A wide range of public health risks and appropriate responses to those risks.
- Basic functions and operations of related governmental agencies and community organizations.
- Basic provisions of the penal codes relating to public nuisances.

Skill to:

- Understand and carry out a variety of both oral and written directions.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Interpret relevant codes and regulations and apply County policies and procedures to assigned functions.
- Plan and conduct multiple inspections; read and review blue print/blue lines and plans; and maintain accurate case records.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption.
- Analyze situations quickly and objectively and determine proper course of action.

License or Certificate:

- Possession of a valid Environmental Health Specialist Registration with the California state Department of Health Services.

Experience and Training:

- Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

At least two (2) years of progressively responsible experience performing duties similar to an Environmental Health Specialist Trainee at Inyo County.

ENVIRONMENTAL HEALTH SPECIALIST II (In addition to the requirements for Environmental Health Specialist I):

Knowledge of:

- Advanced principles and practices of environmental health factors which may include: water systems, waste water systems, water well systems, vector-borne diseases, and other disciplines.

Skill to:

- Understand and carry out a variety of both oral and written directions in an independent manner.
- Identify significant existing or potential environmental health problems and recommend appropriate action.

License or Certificate:

- Designated positions may require additional and specialized licenses, certifications, and/or registrations such as Food Industry Sanitation and Food Safety Certificate; Underground Storage Tank Certification; Small Water System Maintenance Certificate; and/or Terrestrial Invertebrate Vector Control Specialist Experience and Training
- Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

At least two (2) years of progressively responsible work experience similar to an Environmental Health Specialist I with the County of Inyo.

ENVIRONMENTAL HEALTH SPECIALIST III (In addition to the requirements for Environmental Health Specialist II):**Knowledge of:**

- Standard and accepted principles and practices of project management.
- Standard and accepted methods of training and supervision.

Skill to:

- Supervise the work of others in a positive and effective manner.
- Train, assign, review and assist in the evaluation of the work of subordinate staff.

Experience and Training:

- Any combination of experience and training that would provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:
At least three (3) years of progressively responsible work experience similar to an Environmental Health Specialist II with the County of Inyo.

TYPICAL PHYSICAL REQUIREMENTS

While performing the essential functions of this job class, the employee is regularly required to use hands and fingers to operate a variety of objects, tools, equipment, computer keyboard, vehicles, and other specialized equipment; flexibility and endurance to stand, climb, stoop, kneel, crawl, bend, walk, reach, and crouch; talk and hear clearly and concisely to communicate with co-workers, general public, County staff and management, consultants and outside agencies and organizations on a continuous basis. Employee may be required to lift and/or carry and/or move moderately heavy to heavy objects in the performance of required duties.

TYPICAL WORKING CONDITIONS

Employee performs assigned duties both indoors and outdoors in a variety of climatic conditions including exposure to hot and cold temperatures; may work in rough terrain and remote locations on occasion. Continuous contact with other staff and management, other agencies and organizations and the general public is also required.

Special Requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

APPLICATION: This recruitment will remain open until position has been filled. Applications must be received in the Inyo County Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed.

THE RECRUITMENT WILL ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTY-WIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.