

## CLASS SPECIFICATION



<b>CLASS:</b>	Director of Environmental Health	<b>ESTABLISHED:</b>	Circa 1996
<b>ALLOCATION:</b>	Community Development Services Agency	<b>REVISED:</b>	April 2017
<b>FLSA STATUS:</b>	Exempt		
<b>UNION AFFILIATION:</b>	Non-Represented		

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### **JOB SUMMARY:**

Under broad managerial supervision, provides overall direction of the Environmental Health Department within the guidelines set up by the Community Development and Services Agency; plans, organizes, directs and reviews the activities and operations of the County's environmental health and hazardous materials programs; coordinates activities with other County departments and external agencies; oversees and ensures regulatory compliance for all environmental functions; provides professional environmental health expertise to County management, the Board of Supervisor, other governmental agencies and the public; and performs related work as assigned. This is an executive level classification.

### **CLASS CHARACTERISTICS:**

This is an "at-will" classification appointed by and working at the direction of the County Administrator. This position reports to the Community Development and Services Agency Director on all critical functions of the Environmental Health Department. This class is distinguished from the Community Development and Services Agency Director in that the latter has overall management responsibility for all agency activities and functions including Public Works, Environmental Health, Building, Planning and Finance and Administration.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develop, direct and coordinate the implementation of goals, objectives, policies, procedures and work standards for the Environmental Health Department.
- Provide input on the administration, management and operations of the Community Development and Services Agency; contribute to the overall quality of the agency by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Direct the selection of staff and provide for their training and professional development; interpret regulations and County policies and procedures to employees; ensure effective morale and productivity.
- Plan, organize, assign, manage, review and evaluate the work of assigned staff either directly or through subordinate supervision; conduct performance evaluations and administers discipline as required.
- Participate in the administration, development and forecasting of funds needed for staffing, equipment materials and supplies for the Environmental Health Department budget; review departmental revenue and expense activities and reports.
- Administer all programs related to environmental health, including inspection, mitigation, enforcement and education to protect the public and environmental health of the County.
- Monitor and interpret changes in laws and regulations related to environmental health; evaluate their impact upon County activities, and develop and implement policy and procedural changes as required; draft changes to ordinances, regulations and procedures and implements after approval.
- Direct the conduct of analytical studies; analyzes trends, and evaluates program requirements and resource utilization; review reports of findings, develop alternatives and recommendations.
- Review and comment on proposed statutes and regulatory changes; review and revise fees for budget planning; approve annual grant applications and reports.
- Contribute to the overall quality of the department by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Prepare and direct the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.
- Confer with and represent the County in meetings with the Board of Supervisors, other department and/or management staff.
- Confer with and represents the County with members of the County Board of Supervisors,

members of boards and commissions, various governmental agencies, business and industrial groups and the public.

- Prepare and direct the preparation of a variety of written correspondence, reports, procedures and other written materials; direct the maintenance of accurate records and files.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer and peripherals in the course of the work.
- Drive a motor vehicle.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of public and environmental health inspection, mitigation and enforcement.
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Basic budgetary and administrative principles and practices.
- Methods and techniques of investigation, inspection and resolution of unsanitary conditions.
- Applicable laws, codes and regulations.
- Record keeping and report preparation principles.
- Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.
- Techniques for making effective public presentations.

**Skill in:**

- Organizing, directing and implementing a comprehensive environmental health program.
- Administering programs and staff directly and through subordinate supervision.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Providing for the training and professional development of staff.
- Planning and administering a departmental budget.
- Understanding, interpreting, explaining and applying complex county, state and federal laws regulating environmental health programs.
- Enforcing laws, codes and regulations firmly, tactfully and impartially.
- Detecting unsanitary conditions and public health hazards and securing their correction through education, voluntary compliance, or legal enforcement.
- Making effective presentations and representing the department at meetings concerning environmental health activities.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintaining or directing the maintenance of accurate records and files.
- Establishing and maintaining effective interpersonal relations with the general public and personnel at all organizational levels.
- Maintaining or directing the maintenance of accurate records and files.

**Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Analyze situations accurately and make effective decision.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Instill individual accountability and responsibility by immediately responding to behavior and situations.
- Use initiative and independent judgment within general policy guidelines.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to reach inspection sites and attend meetings.
- Strength, mobility and stamina to inspect various residential, commercial or industrial properties or other facilities where ground may be uneven or unpaved.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Typical office setting.
- Residential, commercial, or industrial properties or other facilities under inspection and potentially under construction.
- Work with exposure to potentially hazardous chemicals, uneven footing, inclement weather, temperature extremes, or other potentially dangerous conditions.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess valid California Registration as an Environmental Health Specialist.
- Maintain professional development and continuing education activities for valid certification as required by the position.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major coursework in the basic sciences, public health or a related field and five years increasingly responsible experience as an Environmental Health Specialist, including at least two years of supervisory or management experience.

**PREFERRED:** In addition to the minimum, a Master's Degree in a related field and additional supervisory or management experience in Environmental Health.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval:  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_