

## CLASS SPECIFICATION



**CLASS:** Environmental Health Specialist I/II/III  
**ALLOCATION:** Environmental Health  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** Prior 1990  
**REVISED:** March 2016

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### **JOB SUMMARY:**

Perform professional inspection and enforcement of state and local codes and regulations to protect the public and environmental health of the citizens of the County; and perform related work as assigned.

### **CLASS CHARACTERISTICS:**

This is a multi-level class series in which incumbents may be assigned to any one of three levels depending on organizational needs, professional experience, individual expertise and skill, proficiency gained and the complexity of sensitivity of assignments. The Environmental Health Specialist series is flexibly staffed through level III. Promotion from one level to the next in the series is at the discretion of the appointing authority, provided the minimum qualifications are met. Progression is based upon demonstrated ability and the level of supervision received.

Environmental Health Specialist I – is the entry professional level in the series. Initially under close supervision, incumbents perform the more routine public and environmental health inspection duties while learning County and departmental policies and procedures and becoming familiar with departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is flexibly staffed with Environmental Health Specialist II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher class level. This is the entry level in the environmental health series.

Environmental Health Specialist II – is the journey professional level in the series. Under limited supervision perform the full range of professional duties, including inspection, enforcement, mitigation and educational activities requiring a thorough knowledge of environmental health laws, ordinances and procedures. This is the journey level in the environmental health series.

Environmental Health Specialist III – is the advanced journey professional level in the series. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise. As employees progress through these levels they will be assigned more difficult and sensitive cases, will be required to be fully aware of the operating procedures and policies within the department, and may be required to perform the most complex cases that could have far-reaching implications.

This position reports directly to Environmental Health Supervisor or Director of Environmental Health. This class is distinguished from Environmental Health Supervisor in that the latter is the full working supervisory level in this series.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Inspect restaurants, food stores, food manufacturing and storage facilities and food vending machines for appropriate refrigeration temperature, signs of pest infestation, cleanliness and proper food protection; review and instruct employees on proper hygiene and food handling techniques.
- Review designs for and inspect water and septic systems and wells; visually checks for conformance to codes and regulations; take samples for analysis, communicate results to property owners and explain disinfecting procedures.
- Review water quality test results for small public agency water systems; ensure that purveyors are aware of the California Safe Drinking Water Act and that they are complying with the act; perform enforcement activities as required.
- Conduct inspections of solid waste, medical waste and wastewater control sites and facilities on a periodic basis; conduct soil sampling and testing for purposes of measuring toxic or waste intrusion and for suitability for water well, septic tank or hazardous materials storage.
- Inspect multiple- and single-unit dwellings, mobile home parks, schools, day-care centers, organized camps, swimming pools, family care centers and public buildings for conformance with public health codes; issue citations as required and provide information for mitigation or improvement.
- Respond to complaints from the public regarding garbage, debris, sanitary problems and related issues; make on-site visits to validate the nature of the complaint; follow-up with enforcement activities as required.

- Issue permits for the construction of water systems, water wells and septic systems; conduct final inspections for such facilities; instruct landowners regarding the destruction of such facilities.
- Confer with and provide information to land and business owners, developers, residents, contractors and the public; may make presentations to groups.
- Testifies in Court and at hearings, as required.
- Develop and utilize computer applications related to the work.
- Prepare a variety of written materials, including notices and citations, correspondence, reports and educational materials.
- Maintain accurate records and files related to area(s) of assignment; set up computer databases and spreadsheets using standard computer software; instruct staff in the use of such applications.
- Maintain current knowledge by attending courses, training seminars and professional meetings.

**Environmental Health Specialist III (in addition to the above):**

- Plan, implement, coordinate and provide day-to-day implementation of one or more program areas such as the Solid Waste Local Enforcement Program, private and public water and wastewater programs, consumer protection, vector control, land use and similar program areas.
- Develop and recommend policies and procedures and drafts ordinances for assigned program areas; implement new or modified policies and procedures and trains staff as required.
- Provide lead direction, technical assistance, training and work review to professional and technical staff; organize and assign work, set priorities, and follows-up to ensure coordination and completion of assigned work.
- Perform the full range of work of the Environmental Health Specialist, including the most technical, difficult and/or sensitive inspection and enforcement of state and local codes and regulations.
- Respond to highly sensitive, complex or technical complaints to the public; make on-site visits to validate the nature of the complaint.
- Represent the department and the County and coordinate public meetings.
- Work with legal staff regarding enforcement proceedings, prepare legal actions.

**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, in the course of the work; use sampling and testing equipment of the profession.
- Drive a motor vehicle in the course of the work.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

**Environmental Health Specialist I:**

- Principles and practices of public and environmental health.
- Principles and practices of sample and testing of various water, wastewater, soils and other samples.
- Computer applications related to the work.
- Recordkeeping and report preparation practices and techniques.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone, when relations may be confrontational or strained.

**Environmental Health Specialist II (in addition to the above):**

- Principles and practices of environmental sanitation, including water supply protection, sewage and refuse disposal, and recreational, commercial, industrial and residential sanitation.
- Principles and practices of safe food production, handling, processing and storage.
- Sanitation provisions of the Health and Safety Code and other applicable laws, codes and regulations.
- Enforcement and educational techniques related to the work.
- Plan review and system design in assigned areas.

**Environmental Health Specialist III (in addition to the above):**

- Principles and practices of program development, implementation and review.
- Techniques for working successfully with other employees in a lead capacity.
- Principles and practices of basic supervision and training.

**Skill in:**

**Environmental Health Specialist I:**

- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

- Making routine and thorough inspections and investigations.
- Analyzing the results of inspections and developing basic mitigation and/or enforcement strategies.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Working without close supervision in standard work situations.
- Maintaining accurate records and files.
- Preparing clear, accurate and effective reports, correspondence and other written materials.
- Representing the County in meetings with groups and individuals.
- Establishing and maintaining an effective working relationship with those contacted in the course of the work.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

**Environmental Health Specialist II (in addition to the above):**

- Interpreting, explaining and applying complex requirements, rules and regulations.
- Reviewing plans and design specifications for compliance with environmental standards.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.

**Environmental Health Specialist III (in addition to the above):**

- Planning, developing and implementing various environmental health programs.
- Planning, directing and reviewing the work of staff.
- Training staff in work procedures.
- Handling technical, complex and sensitive environmental health inspection and enforcement issues.

**Ability to:**

**Environmental Health Specialist I:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Accept criticism and perform calmly, purposefully and appropriately in emergency and stressful situations.
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.

**Environmental Health Specialist II (in addition to the above):**

- Exercise sound independent judgment within established procedural guidelines.
- Independently assess degree of environmental health risk and take appropriate action.

**Environmental Health Specialist III (in addition to the above):**

- Plan work and carry out projects independently.
- Train others in work procedures.
- Create a unified team environment.

**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 for prolonged periods of time; 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 California Registration as an Environmental Health Specialist before progression to the II level and maintain throughout employment.
- Maintain professional development and continuing education activities as required to maintain valid certifications required for this position.

**Special Requirements:**

- May be required to work extended hours or be called-back in emergency situations.
- 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:**

**Environmental Health Specialist I:**

**Minimum:** Bachelor's Degree from an accredited college or university with major coursework in Environmental Health, Sanitation, Biological Science or a related field and letter of approval from the California State Department of Health Services to enter the Environmental Health Specialist training program.

**Preferred:** In addition to the minimum, some demonstration experience in the environmental health field in a paid, intern or volunteer capacity.

**Environmental Health Specialist II:**

**Minimum:** Bachelor's Degree as indicated above and California Registration as an Environmental Health Specialist.

**Preferred:** In addition to the II-level minimum, two or more years of professional level environmental health experience at least equivalent to the County's class of Environmental Health Specialist I.

**Environmental Health Specialist III:**

**Minimum:** Bachelor's Degree as indicated above, California Registration as an Environmental Health Specialist and three years of professional level environmental health experience.

**Preferred:** In addition to the minimum, an advanced degree with major coursework as indicated above and up to four years of professional level environmental health experience with at least one year equivalent to the County's class of Environmental Health Specialist II.

**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.**

Environmental Health Approval:  
Date:

EEOC: B  
WC: 9410

Human Resources Approval:  
Date:

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

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