

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

NATURE OF WORK IN THIS CLASS

This is the highest professional and managerial class in the Environmental Public Health Officer series responsible for administering the Division of Environmental Health of the Department of Public Health and Social Services and its island-wide programs and activities that include environmental public health; environmental engineering; disease surveillance, prevention, and control; drug diversion; laboratory testing; mosquito biology; and health education.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Broadly administers the management, development, enforcement, education, and enhancement of the staff and programs of the Division of Environmental Health.

Analyzes division operations for both efficiency and effectiveness, prepares and provides periodic reports, which include programmatic and fiscal information, and recommends appropriate changes.

Integrates the various and differing environmental health, public health, and drug diversion programs of the division while ensuring the balanced separation of their conflicting goals.

Conducts threat assessment and responses to possible and anticipated island-wide environmental public health hazards and drug diversion concerns.

Finalizes all outgoing official permits, registrations, formal written communications, testimonies, rules and regulations, and proposed legislation regarding all programs within the Division of Environmental Health.

Establishes and promotes communication, collaboration, and coordination with other departments/agencies, environmental public health partners, and other community stakeholders throughout the island.

Manages recruitment and selection, performance evaluations, discipline, and counseling of personnel.

Ensures that all division personnel understand, consistently apply, and maintains current awareness of relevant federal and local environmental public health laws, technological awareness, standards, and regulations.

Oversees all violations of critical and controversial agency interest; evaluates effectiveness of statutes, rules, and regulations; and providing recommendations.

Assesses the island-wide political, economic, and health implications of division activities.

Reviews and approves recommendations to improve environmental public health and drug diversion activities as required for policy and regulatory development, and recommends priorities to the Director.

Manages the final administration, budgeting, planning, organizing, leading, and controlling the division's activities.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the legal, economic, and political aspects of the many diverse island-wide programs of the division.

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Knowledge of environmental public health principles and theories for community health and protection.

Knowledge of the principles, theories, and practices of inspections, investigations, surveillance, regulations, and enforcement.

Knowledge of the principles and practices of controlled substances diversion monitoring and prevention and enforcement.

Knowledge of the fundamental principles, theories, and practices of lab operation.

Knowledge of statutes, rules, and regulations governing programs in environmental public health and its related programs and activities, and drug diversion and monitoring program.

Knowledge of computer applications.

Knowledge of concepts and application of biology, chemistry, physics, epidemiology, and statistics.

Knowledge to evaluate operational effectiveness and implement procedures and guidelines for its improvements.

Ability to direct the island-wide environmental public health programs and drug diversion and monitoring program.

Ability to supervise subordinates in environmental public health activities.

Ability to read, interpret, educate, and apply pertinent laws, rules, regulations, and other appropriate guidelines.

Ability to recognize critical issues pertaining to environmental public health and take appropriate actions.

Ability to prepare and review technical reports and recommendations.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Doctorate's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; four (4) years of work experience in environmental health, protection, sanitation, or safety; and four (4) years of supervisory work experience in environmental health, protection, sanitation, or safety; or
- b) Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences and eight (8) years of work experience in environmental health, protection, sanitation, or safety; and four (4) years of supervisory work related experience.

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NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency may be required.

ESTABLISHED:	OCTOBER 2012		
AMENDED:	JANUARY 2013		
PAY GRADE:	S		
STATUTE:	Public Law 30-138 / Public Law 31-233		
HAY EVALUATION:	KNOW-HOW:	F II 3	400
	PROBLEM SOVLING:	F 4 50%	175
	ACCOUNTABILITY:	F 3 S	264
	TOTAL POINTS:		839

Benita Manglona
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