

## **ENVIRONMENTAL HEALTH SPECIALIST SUPERVISOR**

### **NATURE OF WORK IN THIS CLASS**

This is supervisory environmental health work involved in directing functions in environmental protection or the maintenance of environmental health.

### **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.)*

Supervises a function of an environmental health or protection program; evaluates and reviews major investigation and inspections in the environmental health field; reviews individual programs to determine conformance with program policies, regulations, and procedures and to evaluate the quality of services; prepares state plan for federal programs.

Evaluates the need for program policy changes on the basis of reviews, studies, suggestions, and prepares recommendations for revision of policies; identifies, analyzes, and interprets specific unmet needs in environmental health among individuals and groups of individuals; initiates, develops and modifies present or new environmental health programs to utilize resources in an optimum manner and identify needs.

Develops referral procedures and cooperative agreements with other agencies for the provision of environmental health services.

Provides consultation to personnel from other health agencies regarding environmental health services.

Evaluates the operational effectiveness of the program or function by examining the job or program performance indicators from objective and statistical data.

Confers and consults with specialists in various field affecting environmental health, such as the Department of Land Management, Department of Revenue and Taxation, Village Mayors, and Environmental Protection Commission.

Performs related duties as required.

### **MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of a specific science in either Chemistry, Biology or Physical Science.

Ability to supervise the work of others.

Ability to analyze and evaluate technical information and reports of subordinate professional staff.

Ability to make work decisions in accordance with laws, rules and regulations, and to apply departmental policies to work problems.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)**

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING**

- A Six (6) years of specialized experience in environmental health protection/enforcement work, and graduation from a recognized college or university with a Bachelor's degree in Biology, Chemistry, or Physical Science, in Public Administration, Political Science, Community Planning, Economics, Natural Science, Engineering or related fields; or
- B Three (3) years of experience in administrative professional, technical, or other work involved in gathering, analyzing and evaluating facts and information; making contacts with others and preparing written materials; and six (6) years of specialized experience in environmental health protection/enforcement work and graduation from high school; or
- C Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATIONS**

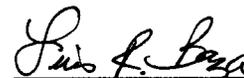
- A Registration as a Sanitarian (R.S.) with the National Environmental Health Association or with any of the States or Territories or certification of professional recognition in a specialized field by a professional organization may be required for certain positions in the class.
- B Possession of a valid driver's license.

ESTABLISHED: JULY 1980  
AMENDED: JANUARY 2001

PAY GRADE: N

HAY EVALUATION:	KNOW HOW:	E13	230
	PROBLEM SOLVING:	E3 (33%)	76
	ACCOUNTABILITY:	E1C	<u>87</u>
			393

This standard revises and supercedes the standard established JULY 1980 and amended APRIL 1991.



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**LUIS R. BAZA**  
Executive Director  
Civil Service Commission