

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

This is a professional senior management class in the Environmental Public Health Officer series administering the staff and programs of a bureau. Employees in this position must apply their comprehensive experience and knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the general direction and supervision of the Chief Environmental Public Health Officer in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological 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.)

Administers one of the bureaus through the implementation of governing mandates, rules, and regulations; promotion of education and awareness; and the completion of bureau goals and objectives to prevent injuries, diseases, disabilities, and deaths associated with environmental hazards.

Formulates, implements, evaluates, and controls the long-term and short-term goals and objectives of the bureau programs for protecting public health and improving the services it provides to the people.

Develops, reviews, assesses, and finalizes the bureau's strategic plan, annual goals and objectives, and policies and procedures.

Determines existing and anticipated needs of bureau services to the public.

Prioritizes compliance activities based on various internal and external factors.

Prepares and submits the bureau's annual budget proposal to fund its personnel and operation based on the bureau's long-term and short-term goals and objectives.

Supports, justifies, responds, reports, and/or intervenes, when necessary, to administrative actions pursued by the bureau with potentially significant implications.

Reviews, revises, and approves for finalization, all written communications, draft rules and regulations, proposed legislations, requisitions, investigation reports, written requests, notifications, permits, registrations, and any other official documents originating from the bureau.

Reviews and finalizes grant applications and manages grant awards.

Coordinates all draft rules and regulations originating from the bureau.

Implements best practices to prevent or minimize the transmission of diseases.

Prepares draft testimonies for proposed legislation relevant to the bureau introduced for public hearing.

Advises and keeps the division chief apprised of all relevant activities of the bureau.

Performs the role of Acting Chief Environmental Public Health Officer and Incident Commander to take over the management of disease outbreaks whenever assigned.

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

Represents the division, when necessary, on matters of the bureau's environmental public health programs.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of statutes and rules and regulations governing environmental public health programs and drug diversion.

Knowledge in the principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental public health and safety.

Knowledge in the principles and theories of drug diversion enforcement and fundamental (environmental) engineering.

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

Knowledge of the principles, theories, and practices of environmental public health inspections, investigations, regulations, and enforcement.

Ability to make decisions in accordance with appropriate program guidelines, or outside such guidelines, if none exists, when necessary.

Ability to supervise subordinates in environmental health activities.

Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.

Ability to prepare recommendations for the removal or reduction of environmental public health violations.

Ability to plan, organize, analyze, and evaluate facts and improve operation.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures to improve effectiveness.

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 clearly, concisely, and effectively both orally and in writing.

Ability to assess the effectiveness and efficiency of inspections, investigations, and surveys of industrial, residential, or business establishments.

Skill in the safe operation of a motor vehicle.

Skill in the use of computers and other modern office equipment.

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

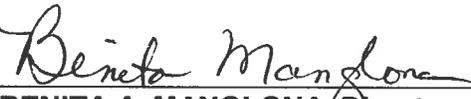
MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; three (3) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience in environmental health, protection, sanitation, or safety; or
- b) Graduation from a recognized college or university with a Bachelor'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 two (2) years of supervisory work experience in environmental health, protection, sanitation, or safety; or
- c) Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math; six (6) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience of environmental health, protection, sanitation, or safety.

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:	R		
STATUTE:	Public Law 30-138 / Public Law 31-233		
HAY EVALUATION:	KNOW-HOW:	E II 3	350
	PROBLEM SOLVING:	E 4 43%	152
	ACCOUNTABILITY:	E 2 S	175
	TOTAL POINTS:		677



BENITA A. MANGLONA, Director
Department of Administration