

ENVIRONMENTAL PUBLIC HEALTH OFFICER I**NATURE OF WORK IN THIS CLASS**

This is an entry-level professional class in the Environmental Public Health Officer series conducting work in the field of environmental public health and drug diversion. Employees in this position must apply their experience and knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the direction and supervision of an Environmental Public Health Officer Supervisor and the leadership of an Environmental Public Health Officer III 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.)

Conducts compliance inspections and violation investigations of common regulated business establishments.

Investigates common public health nuisance complaints occurring on private and public premises, and assists in the investigations of large and/or complex complaints.

Conducts preliminary floor plan review of existing establishments, and reviews various license applications and supporting documents.

Performs pre-operation inspections of basic mobile and temporary food establishments, and facilities in which the construction plans were approved by more experienced staff.

Determines the compliance of common foods, cosmetics, over-the-counter drugs, retail hazardous substances, and Class I medical devices detained at ports of entry and investigates misbranded and adulterated consumer commodities in retail establishments.

Evaluates new facilities seeking authorization to dispense pharmaceutical controlled substances, and conducts compliance inspections of registered dispensers and small distributors in ensuring pharmaceutical controlled substances are not diverted.

Conducts basic surveillance and control activities of mosquitoes and other vector animals.

Assists in conducting compliance inspections of licensed facilities and the investigations of individuals suspected of possessing and using unlicensed ionizing radiation emitting devices.

Conducts investigations of possible disease outbreaks associated with food facilities, institutional facilities, hotels and temporary workforce housing, cosmetic establishments, laundries and dry cleaners, swimming pools, and mortuaries.

Assists in the epidemiological investigations by performing laboratory follow ups, data collection and analysis, and sample collection.

Conducts investigations into the transaction, or attempted transaction, of forged or altered prescriptions for pharmaceutical controlled substances.

Participates in the research and compilation of basic information for use in the regulation or policy development.

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

Participates in preparing for public meetings, hearings, and workshops.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

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

Knowledge of principles, practices, and techniques relating to the protection of the public's health and the enforcement of environmental public health and drug diversion laws and regulations.

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 use field equipment to measure, monitor, collect, and sample environmental qualities or conditions.

Ability to handle laboratory equipment and materials.

Ability to apply field investigative techniques, data gathering, and basic research.

Ability to prepare technical reports and other written documents, and maintain records in an organized manner.

Ability to organize, analyze, and evaluate facts.

Ability to conduct inspections, investigations, and surveys of industrial, residential, or business establishments.

Ability to work effectively with the public and employees.

Ability to communicate clearly, concisely, and effectively both orally and in writing.

Skill in the operation and care of basic field instruments and laboratory equipment.

Skill in computer applications that relates to the job and other modern office procedures.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

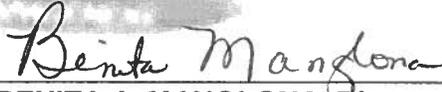
Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math.

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

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.
- c) Certified pesticide applicator license for the application of pesticides on private and public grounds may be required after employment and when made available through the Department of Public Health and Social Services.
- d) Certified Pool/Spa Operator (CPO) with the National Swimming Pool Foundation may be required after employment and when made available through the Department of Public Health and Social Services.
- e) The following certifications from the National Environmental Health Association may be required after employment and when made available through the Department of Public Health and Social Services:
 - o Certified Professional – Food Safety (CP-FS); and
 - o Healthy Homes Specialist Credential (HHS).

ESTABLISHED:	OCTOBER 2012		
AMENDED:	JANUARY 2013		
PAY GRADE:	L		
STATUTE:	Public Law 30-138 / Public Law 31-233		
HAY EVALUATION:	KNOW-HOW:	E 1 2	175
	PROBLEM SOLVING:	D 3 33%	57
	ACCOUNTABILITY:	D 2 C	66
	TOTAL POINTS:		298


BENITA A. MANGLONA, Director
Department of Administration