

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is a professional supervisory class in the Environmental Public Health Officer series conducting supervision of staff and programs of one of several sections. Employees in this position must apply their comprehensive knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the direction of an Environmental Public Health Officer Administrator 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.)

Supervises the staff and operation of an assigned section.

Reviews, assesses, integrates, contributes, and implements the section programs' goals and objectives.

Evaluates and reviews accomplishments of section programs to determine additional needs, effectiveness, efficiency, strengths, challenges, and improvements for recommendation and/or implementation.

Delegates assignments based on available resources, priority, and complexity.

Appraises public health impact and social/economic ramifications of the administrative action of a permit (suspension, revocation) pursued by subordinates, and determines if intervention of the action and/or notification to superior is required.

Evaluates and reviews the work of staff to ensure adherence to policies and procedures, laws, rules, regulations, and directives.

Evaluates and reviews all disease outbreak investigations which were either initiated by the section or referred from others.

Provides recommendations and assistance to respective bureau administrator.

Represents the division in matters of section programs when necessary.

Supervises the implementation of the strategic plan, goals, and objectives.

Participates in the preparation, recommendation, and administering of the section's annual budget and annual reports.

Supervises the research, development, and evaluation of draft legislations, rules, regulations, and policies and procedures for assigned environmental public health programs.

Prepares documents (i.e., Order to Show Cause, Letter of Warning, court injunctions, and administrative penalties) relative to cases involving criminal, civil, and administrative hearings.

Prepares and/or reviews correspondences and reports to ensure that the position and opinion of the section programs are properly and effectively expressed in writing.

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Keeps abreast of new information and technology about the assigned programs by reading articles, newsletters, publications, and other documents researched on the internet or received by the division.

When necessary, attends, represents, and participates in meetings, conferences, seminars, trainings, and conducts inspections or investigations.

Performs the role of Acting Environmental Public Health Officer Administrator and Incident Commander to take over the management of disease outbreaks which require the response of the entire section, when assigned.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

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

Knowledge of fundamental (environmental) engineering.

Knowledge of the 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 plan, organize, analyze, and evaluate facts and improve operation.

Ability to prepare technical and informational reports and correspondences, and maintain records in an organized manner.

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

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

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

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

Ability to supervise the safe operation and maintenance of laboratory equipment and materials.

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

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

Skill in the safe operation of a motor vehicle.

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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; and three (3) years of 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; and four (4) years of 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; and six (6) years of experience in 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.
- 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: **P**

STATUTE: **Public Law 30-138 / Public Law 31-233**

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HAY EVALUATION:	KNOW-HOW:	E 1 3	264
	PROBLEM SOLVING:	E 3 43%	115
	ACCOUNTABILITY:	E 2 C	<u>132</u>
	TOTAL POINTS:		511

Benita Manglona

**BENITA A. MANGLONA, Director
Department of Administration**

