

ENVIRONMENTAL HEALTH SPECIALIST ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

Administers a territorial-wide environmental health sanitation program under the Department of Public Health and Social Services.

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 the overall environmental health sanitation programs and activities involving control and regulation of general and retail food, food and drugs, vector and cross connection control and other related activities.

Reviews sanitation laws, rules and regulations and recommends changes or re-emphasis; directs the territorial-wide health sanitation enforcement and educational programs.

Develops and administers policies, procedures and other program guidelines; evaluates the effectiveness of program practices, procedures and results.

Coordinates and consults with other agencies in matters concerning environmental health; speaks before community agencies and groups and promotes environmental health programs.

Administers agency policies for personnel, training and safety.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the sanitation, legal, economic and political aspects of environmental health program.

Knowledge of the principles and practices of environmental health investigation and enforcement.

Ability to administer a territorial-wide environmental health sanitation program.

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

Ability to make work decisions in accordance with appropriate program guidelines.

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

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

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to prepare and review technical sanitation reports and recommendations.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A Four (4) years of specialized professional experience in environmental health sanitation work, two (2) years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in environmental health, or closely related field such as chemistry, biological or physical science; or
- B Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATIONS

Registration as a Professional Sanitarian (RS) with the National Environmental Health Association in any of the states or territories of the United States or certification of professional recognition in a specialized environmental health field by a professional organization.

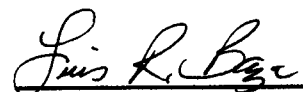
ESTABLISHED: JULY 1980

AMENDED: JANUARY 2001

PAY GRADE: P

HAY EVALUATION:	KNOW HOW:	EII3	304
	PROBLEM SOLVING:	E3 (38%)	115
	ACCOUNTABILITY:	E2C	<u>132</u>
			551

This standard revises and supercedes the standard established JULY1980.



LUIS R. BAZA
Executive Director
Civil Service Commission