

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

This is a senior level professional class in the Environmental Public Health Officer series coordinating one or more of several programs. Employees in this position must apply their vast experience and advanced knowledge in the principles and theories of environmental public health and drug diversion deemed exceptionally or unusually complex.

Incumbents in this position generally work under the general direction and supervision of an Environmental Public Health Officer Supervisor 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 highly complex or sensitive compliance inspections and violation investigations.

Leads the operation of one or more major division programs by preparing its annual goals, objectives, and budget through the assessment of available resources; by public need, demand, and expectations; and by adherence to established strategic plan.

Reviews and evaluates the accomplishments, data, and challenges of assigned program(s) to improve its effectiveness and efficiency.

Conducts, leads, and/or coordinates the investigations of large food-borne illness outbreaks and other communicable disease outbreaks when assigned.

Prepares draft communications, rules, regulations, policies and procedures, official reports, recommendations, and other documents of the assigned program.

Plans the program's island-wide educational and awareness campaign and prepares its educational and informational documents, such as handouts, brochures, posters, etc.

Develops and provides program training and education to staff, other agencies, and regulated individuals.

Attends, represents, and participates in meetings, conferences, seminars, emergency activities, and trainings relevant to assigned programs.

Trains and guides less experienced environmental public health officers in conducting inspections, investigations, regulatory and enforcement responsibilities, and administrative procedures.

Conducts and/or coordinates the installation, operation, and maintenance of environmental monitoring/sampling equipment.

Provides guidance and additional review of complex and/or large construction plan of new or renovated regulated establishments.

Evaluates for recommendation, or independently initiates, the administrative, civil, and/or criminal actions of the programs.

Provides consultation to the public, regulated community, and enforcement personnel regarding the intent of environmental public health laws and regulations.

**ENVIRONMENTAL PUBLIC HEALTH OFFICER III**

---

Performs other related duties.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

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

Knowledge of English usage, spelling, grammar, and punctuation.

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

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

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 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 safe operation of a motor vehicle.

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

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

**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 two (2) 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 three (3) years of work experience in environmental health, protection, sanitation, or safety; or

## ENVIRONMENTAL PUBLIC HEALTH OFFICER III

- 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 five (5) years of work 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:**                    **N**

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

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>E 1 2</b>	<b>230</b>
	<b>PROBLEM SOLVING:</b>	<b>E 3 38%</b>	<b>87</b>
	<b>ACCOUNTABILITY:</b>	<b>E 2 C</b>	<b><u>115</u></b>
	<b>TOTAL POINTS:</b>		<b>422</b>

*Benita Manglona*

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