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**NATURE OF WORK IN THIS CLASS:**

This is routine support work involved in providing assistance to environmental health sanitation and protection staff.

Employees may be assigned to work in one or more of the following technical areas: Health and Sanitation; Food Safety; Plans and Specifications; Consumer Commodities; Controlled Substances; Mosquito Surveillance and Control; Animal and Vector Surveillance and 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.)

Participates in the examination, compilation, organization, and filing of Health Certificates, Sanitary Permits, inspection reports, and other documents to confirm validity.

Participates in inspections and investigations in order to identify general types of public nuisance, noticeable deficiencies, or violations such as mold.

Assists in confirming the maintenance, functionality, and presence of materials and equipment.

Participates in the identification of noticeable label violations during review of commodities along with obtaining, delivering, compiling inspection photos, and photocopying labels of detained commodities.

Participates in recalling, reporting, and disseminating local and federal recall notices of consumer commodities.

Assists in tagging detained commodities at retail establishments that are determined to be in violation including identifying and separating detained commodities by types of commodities.

Observes and assists in search and seizure, issuing administrative search warrants, and/or gathering evidence for drug diversion cases.

Assists in surveillance activities involving the implementation of prevention and control measures, and promoting education and awareness activities such as mosquito surveillance and control.

Participates in conducting surveillance activities relating to animal and vector surveillance and control including the application of general-use pesticides and other laboratory associated tasks.

Performs other related duties as assigned.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Ability to learn the basic principles and practices of biological, physical, and chemical science.

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

Ability to conduct inspections and investigations to meet the physical requirements of assigned duties.

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

Ability to work effectively with the public and other employees.

Ability to plan and organize effectively.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

Skill in the use of computer and other modern office equipment, and the use of office software applications.

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from High School or GED.

**NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a current Driver's License. Completion of post-secondary education or training in the use of computers is preferred.

**ESTABLISHED:** March 2024

**PAYGRADE:** E (GPP)


**STATUTE:** (If applicable)

|                        |                         |                  |            |
|------------------------|-------------------------|------------------|------------|
| <b>HAY EVALUATION:</b> | <b>KNOW-HOW:</b>        | <b>B I 1</b>     | <b>87</b>  |
|                        | <b>PROBLEM SOLVING:</b> | <b>B 2 (16%)</b> | <b>14</b>  |
|                        | <b>ACCOUNTABILITY:</b>  | <b>A N II</b>    | <b>14</b>  |
|                        | <b>TOTAL POINTS</b>     |                  | <b>115</b> |

  
 Edward M Birn  
 Date: 2024-03-12  
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EDWARD M. BIRN, Director  
 Department of Administration

  
 LOURDES A. LEON GUERRERO  
 Governor of Guam