

**VENTURA COUNTY, RESOURCE MANAGEMENT AGENCY INVITES APPLICATIONS
FOR:**



**Environmental Health Specialist
I/II/III
0943RMA-17AB (KB)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$22.37 - \$38.47 Hour \$3,877.47 - \$6,668.13 Monthly \$46,529.60 - \$80,017.60 Annually

POSITION INFORMATION

APPROXIMATE SALARY:

Environmental Health Specialist I: \$22.37 - \$31.30 (hourly)
Environmental Health Specialist II: \$1,976.75 - \$2,759.78 (biweekly)
Environmental Health Specialist III: \$2,193.49 - \$3,077.30 (biweekly)

Environmental Health Specialists may receive an educational incentive of either 2.5%, for an Associate degree, 3.5% for a Bachelor degree, or a 5% for a post graduate degree that is not required to work in the classification. Environmental Health Specialists may also be eligible for bilingual incentive depending upon operational need and certification skill.

Under immediate supervision (Environmental Health Specialist I), general supervision (Environmental Health Specialist II), or direction (Environmental Health Specialist III), performs progressively complex professional environmental health activities involving investigation, inspection, data collection and analysis, enforcement action, report preparation and public contact; assists in environmental health program administration; and performs related duties as required.

The ideal candidate will have strong organizational, communication and interpersonal skills; work efficiently and effectively under pressure; display initiative, and be detail oriented and adaptable to shifting priorities.

DISTINGUISHING CHARACTERISTICS:

Each level differs from the preceding level in that work is done more independently with less supervision. Each level has increasingly responsible public contact; interaction with public and private entities; conflict resolution; and a wider range of environmental health projects at a higher level of complexity (i.e., understanding concepts relating to environmental, biological, water, wastewater, etc.). Each succeeding step in the job series is expected to function at a higher level of individual initiative, creativity, self-direction, and independent judgment.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-term), Intermittent, and Extra Help vacancies within the Resource Management Agency, Environmental Health Division. There are currently two (2) Regular vacancies in the Community Services Section.

NOTE: If appointed at the lower level, incumbent may be promoted to the higher level without further exam upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

This posting is for the Ventura County Resource Management Agency; vacancy location is Ventura and/or Simi Valley and may require travel throughout Ventura County.

Examples Of Duties:

Duties may include but are not limited to the following:

- Performs inspections of various facilities and properties to determine conformance with applicable State laws and County Ordinance Code sections.
- Prepares written reports and makes recommendations for completion of environmental health projects.
- Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet environmental health objectives.
- Coordinates environmental health projects, defines problems and alternative solutions, and sets objectives.
- Provides general information to the public in response to questions about projects, environmental health programs, applicable ordinances, policies and procedures.
- Makes oral presentations to public groups and governmental bodies to explain and clarify environmental health reports and recommendations.
- Coordinates and/or negotiates with other individuals, developers, groups, sections, divisions, departments and agencies on various technical or legal aspects of environmental programs, some of which may be controversial or politically sensitive.
- Conducts field investigations of various sites in order to have first-hand knowledge of the location under study.
- May participate in enforcement activities which include civil or criminal cases and may involve issuance of citations, collection of evidence and court appearances.
- Performs other duties as assigned.

Environmental Health Specialist I is represented by the Service Employees International Union (SEIU) and is eligible for overtime compensation.

Environmental Health Specialist II/III are represented by the Service Employees International Union (SEIU) and are not eligible for overtime compensation.

NOTE: This classification is within a bargaining unit that is subject to an agency shop arrangement which mandates a Regular employee to either join Local 721 of the SEIU and pay dues as a member, OR either pay a service fee to Local 721 or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

TYPICAL QUALIFICATIONS

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE

ENVIRONMENTAL HEALTH SPECIALIST I:

Some experience in environmental health which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities also can be obtained by completion of a Bachelor's degree in environmental health science or a related field. For positions in Community Services, proof of eligibility letter (Options III, IV, or V **ONLY**), as determined by the California State Department of Health Services, to take the state license examination for Environmental Health Specialist is required or proof of a Bachelor's degree in Environmental Health from a program approved by the California State Department of Health is required. The following list are approved programs by the California State Department of Health.

- California State University, Fresno
- California State University, Northridge
- California State University, San Bernardino
- Loma Linda University
- University of California, Los Angeles

ENVIRONMENTAL HEALTH SPECIALIST II:

Some experience in environmental health which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities also can be obtained by completion of a Bachelor degree in environmental health science or a related field and one (1) or more years of progressively responsible environmental health experience. For positions in Community Services, registration in California as an Environmental Health Specialist (REHS) is required.

Substitution: A Master's degree in environmental health science or a related field and/or registration as an E.H.S. (Environmental Health Specialist) in California may each substitute for one (1) year of experience.

ENVIRONMENTAL HEALTH SPECIALIST III:

Considerable experience in environmental health which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities also can be obtained by completion of a Bachelor degree in environmental health science or a related field and three (3) or more years of progressively responsible environmental health experience. For positions in Community Services, registration in California as an Environmental Health Specialist (REHS) is required.

Substitution: A Master's degree in environmental health science or a related field, and/or registration as an E.H.S. (Environmental Health Specialist) in California may each substitute for one (1) year of experience.

KNOWLEDGE, SKILLS and ABILITIES

This position requires (depending on level in the series) some to comprehensive knowledge of:

Some to comprehensive knowledge (depending on level in the series) of: chemistry, microbiology and environmental health science; federal, state and local laws and regulations relating to environmental health programs and functions.

Working to thorough knowledge (depending on level in the series) of: environmental research and statistical methods; interagency relationships; field tests and analytical procedures within environmental health program areas; investigative techniques; and sample collection.

Some to working ability (depending on level in the series) to: perform inspections; collect, analyze, and interpret data; formulate recommendations; solve problems at increasingly complex levels; speak and write clearly and concisely; prepare technical reports; establish and maintain effective working relationships with public and staff of other agencies; provide information and coordinate environmental health efforts; coordinate projects and programs; train staff.

NECESSARY SPECIAL REQUIREMENTS

- Must possess at the time of appointment, and maintain thereafter, a valid California driver license.
- Candidates appointed as an Environmental Health Specialist I level in Community Services positions are REQUIRED to show proof of registration as an Environmental Health Specialist prior to completion of the probationary period.

Supplemental Information:

Work is performed in an office environment and in the field and may require occasional exposure to hazardous conditions and moderate physical demands while making inspections.

DESIRED

- Registered Environmental Health Specialist (REHS) from the State of California Department of Health Services.
- Some experience in inspection of retail food facilities and public swimming pools along with enforcement of state laws in these facilities.

RECRUITMENT PROCESS

FINAL FILING DATE: This recruitment is accepting applications on a continuous basis until sufficient applications to meet business needs are received, and may close at any time; therefore, it is to your advantage to apply as soon as possible. A first review of applications is anticipated to occur on or around May 19, 2017, and subsequent reviews may be conducted until sufficient applications are received to meet business needs.

To apply on-line, please refer to our web site at www.ventura.org/jobs. A paper application form can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Applications must provide sufficient information under the Education/Work experience portion of the application and the supplemental questionnaire in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the exam process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

WRITTEN EXAM - 100%: A job-related written exam will be administered to test applicants' knowledge of skills and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Applicants must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

Applicants successfully completing the exam process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Liz Sandoval by e-mail at liz.sandoval@ventura.org or telephone at (805) 654-2482.

Environmental Health Specialist I/II/III Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection

process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Are you a Registered Environmental Health Specialist as determined by the California Department of Public Health? If yes, provide a copy of your registration certificate, indicate your registration number & send a copy of your certification card by any of the following options: 1) Fax to Kim Borel at (805) 654-2630; 2) Email a copy to Kim Borel at kim.borel@ventura.org; or 3) Attach a copy of your scanned certification card to your application. Yes_____ (#_____) No_____

2. If you are not a Registered Environmental Health Specialist in California, do you have a letter of eligibility from the California Department of Public Health (CDPH) to take the State of California registration examination for Environmental Health Specialist under Options III, IV, or V only pursuant to the California Health and Safety Code, Section 106635? If yes, provide a copy of your letter with your application by any of the following options: 1) Fax to Kim Borel at (805) 654-2630; 2) Email a copy to Kim Borel at kim.borel@ventura.org; or 3) Attach a copy of your letter of eligibility to your application. Yes_____ No_____ Please note: Applicants with a letter from CDPH indicating eligibility is limited to Options I or II of the California Health and Safety Code, Section 106635 will not be considered for this position.

3. If you are not a Registered Environmental Health Specialist in California and do not have a letter from the California Department of Public Health to take the exam as stated in #2 above, have you completed your Bachelor's degree in Environmental Health Science from one (1) of the five (5) universities listed in the Typical Qualifications section of this job announcement? If yes, which one? (Please provide a copy of your degree or letter from the university by any of the following options before the recruitment closes: 1) Fax to Kim Borel at (805) 654-2630; 2) Email a copy to Kim Borel at kim.borel@ventura.org; or 3) Attach a copy of your scanned degree or letter to your application.) • Yes • No • California State University, Fresno • California State University, Northridge • California State University, San Bernardino • Loma Linda University • University of California, Los Angeles
 - Yes
 - No
 - California State University, Fresno
 - California State University, Northridge
 - California State University, San Bernardino
 - Loma Linda University
 - University of California, Los Angeles

4. I possess or will be able to obtain and maintain a valid California Driver License prior to hire? Yes_____ No_____

5. The Resource Management Agency maintains Environmental Health Division offices in both Ventura and Simi Valley. Are you willing and able to work in both Ventura and Simi Valley? Yes_____ No_____

6. Are you fluent in both English and Spanish? Yes_____ No_____

7. What is the most important Public Health aspect of Environmental Health?