



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Senior Environmental Health Specialist

An Equal Opportunity Employer

SALARY

\$34.92 - \$42.45 Hourly \$2,803.16 - \$3,407.62 Biweekly \$6,073.52 - \$7,383.19 Monthly
\$72,882.23 - \$88,598.24 Annually

OPENING DATE: 02/09/17

CLOSING DATE: Continuous

THE POSITION

***Sonoma County is a wonderful place to live, work, and play!
We welcome applicants to join us in developing cooperative working relationships
with the community and other regulatory agencies to protect public health and
promote sound environmental practices.***

The County of Sonoma Department of Health Services is seeking an experienced candidate to fill a Senior Environmental Health Specialist position in the Environmental Health & Safety Section of the Public Health Division. This position is responsible for coordinating community events, providing training, and facilitating the implementation of process and program improvements throughout the Environmental Health programs.

The Environmental Health & Safety Section of the Public Health Division is divided into three teams: the Consumer Protection Team, the Environmental Protection Team, and the Community Engagement Team. As part of the Consumer Protection Team, incumbents will provide information to the public regarding food safety, recreational health, plan checks, storm water, detention facilities, camps, and other Environmental Health programs. They will also be responsible for providing complex problem solving skills and exceptional customer service skills when working at the front counter and in the field conducting inspections. Incumbents serve as subject matter specialists, aid in program development/improvements, act as a program lead, provide guidance to staff, and assist supervisors as needed.

Please note: This job class requires current possession of a valid certificate of registration as an Environmental Health Specialist as required by the State of California's Health and Safety Code.

The State of California, Department of Public Health oversees the certification process for this classification. For additional information about certification requirements please visit their website at: www.cdph.ca.gov/certlic/occupations/Pages/REHS.aspx

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of the list.

WHAT SONOMA COUNTY EMPLOYMENT OFFERS

In addition to the training, opportunities for advancement, variety of work, camaraderie, and generous starting pay, you can look forward to some excellent benefits, including:

- A cash allowance of approximately \$600/month for full-time staff;
- Additional 3% salary increase for a Cost of Living benefit effective March 14, 2017;
- An annual Staff Development/Wellness Benefit allowance up to \$850;
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase every year thereafter for good work performance, until reaching the top of the salary range;

- Competitive vacation and sick leave accruals, and 11 paid holidays per year;
- Defined benefit plan fully integrated with Social Security; and
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

ABOUT SONOMA COUNTY

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic options – including inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with parks, campsites, lakes, and open space. Sonoma County is also home to 500,000 residents and offers a wide variety of restaurants, art and music festivals, farmer's markets, and concert venues. Local schools continually rank high on California's Academic Performance Index. Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

Please feel free to visit these websites to capture all that Sonoma County has to offer:

[Sonoma County Connections](#)

[Santa Rosa Visitor's Bureau](#)

[Local Real Estate Information](#)

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training, and experience that would provide an opportunity to acquire the knowledge and abilities stated herein. Normally, this would include graduation from an accredited college or university with a degree in environmental health science, biology, chemistry, physics, microbiology, or related subjects, as required by state law, and two years of working level professional experience in the field of environmental health and safety regulation and enforcement (e.g. working as a Registered Environmental Health Specialist, a Registered Sanitarian, an Environmental Sanitarian, a Public Health Sanitarian, a Certified Environmental Health Professional, or as an equivalently recognized professional). One year of experience working in the environmental health and safety field in California is required. Additional certificated course work in a specialty area is desirable.

License: Possession of a valid certificate of registration as an Environmental Health Specialist as required by the State of California's Health and Safety Code.

Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required, depending upon assignment, to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: sanitation science, requirements and procedures and the methods and procedures used in inspecting, investigating and correcting unsanitary or hazardous conditions; federal, state and local laws and regulations governing environmental health and safety; principles and practices of public health; hazardous materials management and emergency response protocols; current methods, means and technologies used for training in the environmental health field.

Considerable knowledge of: principles of general chemistry, physics, microbiology and biology; environmental research and statistical methods; methods of gathering and analyzing data; basic building construction materials and principles relating to environmental health requirements.

Ability to: plan, organize and carry out research, analyze and evaluate data, and make recommendations based on findings; detect unsanitary conditions and public health hazards and

secure their correction through education, voluntary compliance or legal enforcement; prepare and maintain complex, comprehensive reports and records; communicate verbal and written ideas clearly and logically; establish and maintain effective relationships with other governmental officials, the public, and administrative and professional personnel; design and conduct effective workshops in a way that meets the participants' needs.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to visit <http://sonomacounty.ca.gov/HR/Recruitment-and-Classification/Getting-a-Job> and review the hiring process overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination (Weight 100%)**. Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational coursework, training, experience, knowledge, and abilities that relate to this position. Candidates possessing the most appropriate job-related qualifications will be placed on an employment list and referred to the department for selection interviews.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>.

HR Analyst: DP
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #17/02-2614-O
SENIOR ENVIRONMENTAL HEALTH SPECIALIST
DP

Senior Environmental Health Specialist Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- California Conference of Directors of Environmental Health
- California Environmental Health Association
- CalJobs
- College or University
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- National Environmental Health Association
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Other Internet Site
- Other Publication

* 2. Do you possess a valid California Registered Environmental Health Specialist Certificate?

- Yes No

* 3. Please list the number of your California Registered Environmental Health Specialist Certificate and the date it was issued. If you do not possess this certificate, please indicate "N/A."

* 4. This position requires two years of experience as a Registered Environmental Health Specialist (EHS). Please describe your experience as a Registered EHS. Include a brief description of your duties, the name of the employers(s), the dates employed (mo/yr to mo/yr), and your job title.

* 5. Describe a community outreach project and/or health policy that you were involved in

developing. Please describe your role, any obstacles you encountered, and the outcome.

* 6. Please describe your experience inspecting, investigating, and correcting unsanitary or hazardous conditions, including the methods and procedures you used.

* Required Question