

COUNTY OF
SONOMA



Room to Move. Room to Grow.

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

Supervising Environmental Health Specialist

An Equal Opportunity Employer

SALARY

\$37.76 - \$45.90 Hourly \$3,031.14 - \$3,684.57 Biweekly \$6,567.47 - \$7,983.23 Monthly
\$78,809.65 - \$95,798.81 Annually

OPENING DATE: 02/27/17

CLOSING DATE: 03/21/17

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 qualified individuals to fill two Supervising Environmental Health Specialist positions.

Supervising Environmental Health Specialists oversee, plan, and direct the work of the Consumer Protection Program. He/she supervises the Environmental Health Specialist team in the education of the public and the enforcement of state and county laws and regulations; assists the Environmental Health Director/Program Manager in the development of Environmental Health programs; leads and develops program staff and encourages professional growth; provides recommended program improvements; advises and assists community groups on environmental health issues; conducts complex field observations in conjunction with law enforcement and confers with local and state officials concerning environmental health, sanitation methods, and public health problems.

Interpersonal skills and supervisory experience, coupled with the ability to easily relate and adjust to a variety of situations and personalities while communicating with staff at all levels of the organization is a must. A well qualified candidate must also have exceptional organization, leadership, and communication skills, with the ability to coach and develop a team, assess a situation, apply the appropriate investigation/inspection methods, interpret the necessary laws and regulations, and recommend appropriate solutions.

THE IDEAL CANDIDATE

The ideal candidates will function as a vital part of the Environmental Health leadership team and will possess the creative vision necessary to advance the Section's goals and services. He/she will be a progressive, responsive, and service oriented supervisor that demonstrates the ability to perform as a leader, who develops and coaches staff.

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;
- 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.

*Benefits described herein do not represent a contract and may be changed without notice.

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, or one year of advanced 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). Some lead or supervisory experience is desirable. A Master's degree in Public Health, Health Science, or Public Administration 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.

Working knowledge of: principles and practices of organization, management, and supervision.

Ability to: plan, organize, and carry out research, analyze and evaluate data, and make recommendations based on findings; 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.

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 will be scored using position-specific criteria. 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 and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for

satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

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. 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 #17/02-2615-O
SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST
DP

Supervising 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. What is the number, issue date, and expiration date of your California Registered Environmental Health Specialist Certificate?

- * 3. Please describe your experience performing environmental health duties. Please include in your response the name of the employer(s) where you gained this experience and your job title(s).

- * 4. Please describe an environmental health project in which you had to plan, organize and conduct research, analyze and evaluate data, and make recommendations as part of a team. Describe the project, the team dynamics, the relevance of the data collected, the recommendation you made, and to whom you presented your findings and recommendation.

- * 5. Please describe any supervisory or leadership experience you have. Include in your response the number of staff supervised, the percentage of your time spent on supervision, and the types of lead/supervisory duties you handled (e.g., coaching, staff development, hiring, training, performance evaluation, discipline).

* Required Question