



STANISLAUS COUNTY
invites applications for the position of:

Environmental Health Specialist I/II/III

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$21.31 - \$32.11	\$1,704.80 - \$2,568.80	\$3,693.73 - \$5,565.73	\$44,324.80 - \$66,788.80

*Salary does not reflect 3% increase effective July 2017

OPENING DATE:

07/03/17

CLOSING DATE:

Continuous

**ABOUT THE DEPARTMENT
AND THE POSITION:**

GENERAL INFORMATION

This recruitment is being conducted to fill a vacancy for the Department of Environmental Resources and establish an eligible list to fill future full-time and part-time vacancies throughout Stanislaus County. While this is a continuous recruitment, we encourage you to apply immediately, as this recruitment may close at any time.

Cell phones and tablets are typically incompatible with the online application format or browser. We recommend using a desktop or laptop computer. If you are still having technical difficulties, please call NEOGOV at 1-855-524-5627.

ABOUT THE DEPARTMENT

The Department of Environmental Resources (DER) and Parks & Recreation have a combined total of 11 service areas. The DER service areas include Administration, Environmental Health, Code Enforcement, Solid Waste, Hazardous Materials, Landfill, Groundwater Management, and Milk and Dairy. The Parks & Recreation service areas include Administration, County Centers/Community Parks, Woodward Reservoir and Modesto Reservoir. The two departments have a total of over 100 full-time employees with a Fiscal Year 2016 - 2017 total combined budget of \$33.1 million.

ABOUT THE POSITION

Positions may be filled at I, II or III level, depending on the qualifications of the applicant(s) selected. Under general supervision, incumbent conducts inspections and investigations in the enforcement of Environmental Health and Safety laws, rules and regulations for Environmental Health and Solid Waste Divisions; performs other related work as required. Incumbents are subject to overtime, standby and

callback assignments.

TYPICAL TASKS:

- Make inspections to determine compliance with State and local laws and regulations governing sanitation in food handling establishments, body art facilities, sewage disposal systems, substandard housing, land use and recreational health, water supply, solid waste management, public nuisances, and vector and rodent control. When necessary, recommends changes and gives instructions for correction of deficiencies and violations;
- Advise food handlers on correct method of sanitation protection in compliance with applicable laws and regulations;
- Investigate complaints, such as reports of food poisoning and public or private sanitation-related nuisances;
- Makes sanitation surveys, when required, of communities and confer with local officials on;
- Sanitation problems. Investigate fly and other insect nuisances or infestations, make abatement recommendations, and instruct communities in control methods for carriers of all vectors-transmitted diseases;
- Work with a wide range of solid waste issues and problems from waste management planning and resource recovery to disposal of a spectrum of waste types;
- Make inspections of public and private recreational facilities;
- Make housing inspections to determine health and safety compliance with State and local housing laws and ordinances;
- Review plans for new subdivisions, body art facilities, and food establishments, and recommend suitable water and sewage installations;
- Perform onsite evaluations of sewage disposal systems, including terrain, water table and soil suitability;
- Prepare correspondence and reports as required;
- Initiate legal actions as a result of non-compliance, by issuing a notice to appear in court, filing a criminal complaint or scheduling an administrative office hearing; and
- Represent the Department in public and private meetings, and speak to public groups regarding the department and related topics.

**MINIMUM
QUALIFICATIONS (SKILLS,
ABILITY, KNOWLEDGE,
EDUCATION/EXPERIENCE):**

Environmental Health Specialist I

- Effectively instruct individuals and groups on the principles and reasons for a safe and healthy environment;
- Understand and interpret laws, rules and regulations;
- Read and understand construction plans and blueprints involving numerous mathematical computations;
- Speak effectively before groups; and
- Write and verbally communicate instructions for correction of deficiencies and violations in a clear and concise manner.

Environmental Health Specialist II Demonstrated ability with all Level I requirements plus:

- Plan, organize and carry out complex environmental health studies and reports;
- Oversee investigations;
- Respond effectively to complaints from the public; and
- Detect unsanitary conditions and public health hazards and secure their correction through education, voluntary compliance or legal enforcement.

Environmental Health Specialist III Demonstrated ability with all Level II requirements plus:

- Work with a high degree of independence, exercising a broad scope of judgment and latitude;
- Perform unusual and difficult research and analytical work;
- Handle difficult environmental investigations and take enforcement actions; and
- Handle difficult public contact situations and negotiate compliance points effectively.

KNOWLEDGE

Environmental Health Specialist I

- Principles and practices of environmental sanitation, including water supply, sewage, industrial waste and refuse handling and disposal, housing and recreational sanitation, air pollution, vector control, food handling and processing, and solid waste management;
- Provisions of the Health and Safety Code; and
- General principles and practices of public health.

Environmental Health Specialist II Demonstrated knowledge of all Level I requirements plus:

- Sanitation provisions of the California Health and Safety Code, Administrative Code and related legal provisions;
- Methods and procedures used in inspecting, investigating and correcting unsanitary conditions;
- Principles and practices of environmental sanitation and sanitary science, and principles and practices of public health;
- Penal Code relating to public nuisances;
- Basic water works construction features, such as sewage disposal systems, swimming pools, and wells, sufficient to evaluate plans; and
- Environmental impact of building plans.

Environmental Health Specialist III Demonstrated knowledge of all Level II requirements plus:

- The various laws and regulations relating to environmental health and solid waste management;
- Specific principles and practices of public environmental health and solid waste management;
- Complex environmental sampling techniques and standards;
- Quality assurance and quality control techniques as they relate to investigations; and
- Biological agents and their effect on public health.

EDUCATION/EXPERIENCE

Environmental Health Specialist I

- Bachelor of Science degree with a major in Biology, Chemistry, Environmental Health, Environmental Resource Management or Microbiology. The coursework must meet the minimum standards and qualifications for registration as an Environmental Health Specialist under the applicable provisions of State law; **AND**
- Eligibility for registration as an Environmental Health Specialist issued by the State of California, Environmental Health Specialist Registration Program. Environmental Health Specialist I applicants must possess a letter from the State of Environmental Health Specialist Registration Program at 601 North 7th Street, Post Office Box 942732, Sacramento, CA. Phone: (916) 324-2211 and FAX: (916) 323-9869 stating they meet the minimum educational requirements. This letter is issued only after the evaluation of their college transcripts; **AND**
- No experience is required;

Veterans' Preference Program eligible job classification. For more information please click on the following link <http://www.stancounty.com/personnel/pdf/hiringpreference>.

Environmental Health Specialist II

- Bachelor of Science degree with a major in Biology, Chemistry, Environmental Health, Environmental Resource Management or Microbiology. The coursework must meet the minimum standards and qualifications for registration as an Environmental Health Specialist under the applicable provisions of State law; **AND**
- Possess a valid certificate of registration as an Environmental Health Specialist issued by the State of California; **AND**
- Minimum of one (1) year of related experience performing environmental health inspections, enforcement or remediation. Master's degree in a related field may substitute for six (6) months of the required experience;

Environmental Health Specialist III

- Bachelor of Science degree with a major in Biology, Chemistry, Environmental Health, Environmental Resource Management or Microbiology. The coursework must meet the minimum standards and qualifications for registration as an Environmental Health Specialist under the applicable provisions of State law; **AND**
- Possess a valid certificate of registration as an Environmental Health Specialist issued by the State of California; **AND**
- Three (3) years of experience equivalent to an Environmental Health Specialist II in general environmental resource management, environmental health or solid waste management; **AND**

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call 209-525-6700 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing deadline will result in disqualification.

LICENSE

- Applicants must possess and maintain a valid California Driver's License and remain free from repeated preventable accidents;

For additional information please visit the California Department of Public Health:
<http://www.cdph.ca.gov/certlic/occupations/Pages/REHS.aspx/>

APPLICATION AND SELECTION PROCEDURES:

CONVICTION/CRIMINAL HISTORY QUESTIONNAIRE INFORMATION

Once it is determined that you meet the minimum qualifications for this position, you will receive an email informing you to complete a conviction questionnaire (you may be asked to complete this process for each application submitted). You will have five (5) working days from the date on the email to follow the detailed instructions and complete the questionnaire. A completed conviction questionnaire is required to continue in the recruitment process.

CLASSIFICATION INFORMATION

Unless otherwise provided, this position is part of the Classified Service of the County and is assigned to the Technical Services bargaining unit for labor relations purposes.

Individuals who are in a full-time classification position are required to serve a twelve-month probationary period, which may be extended an additional six months for a total of eighteen months. The probationary period does not apply to unclassified positions.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

APPLICATION PROCEDURES/FINAL FILING DATE

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

Resumes will not be accepted in lieu of a complete application.

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

RECRUITMENT ACCOMMODATIONS

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodation Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

<http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

GENERAL QUALIFICATIONS

- Pass County-paid pre-employment drug screening and job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.

APPLICATION AND/OR EXAMINATION APPEAL RIGHTS

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

DISCLAIMER

Stanislaus County reserves the right to revise the examination plan described in this bulletin to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this bulletin. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management."

APPLICANTS MAY APPLY ONLINE AT:

<http://www.stancounty.com>

Stanislaus County/Human Resources

1010 10th Street, Ste 6800

Modesto, CA 95354

209-525-6341

jobhelp@stancounty.com

ENVIRONMENTAL HEALTH SPECIALIST I/II/III

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