



CITY OF BERKELEY
invites applications for the position of:

Registered Environmental Health Specialist

SALARY: \$7,279.00 - \$8,436.00 Monthly

OPENING DATE: 08/21/17

CLOSING DATE: 09/11/17 05:00 PM

THE POSITION:

The City of Berkeley is seeking an experienced and talented environmental health professional to join the Environmental Health Division. We are a dedicated team of Registered Environmental Health Specialists, and support staff whose core mission is disease prevention. We administer programs in Food Safety, Vector Control, Noise Control, Tobacco Licensing, Cannabis, Recreational Health, Water Quality, and Body Art.

Incumbents in this position use broad discretion and independent judgment within the overall policy guidelines established by the Division of Environmental Health to conduct inspections of private and public properties, interpret sanitary regulations and investigate complaints for possible health regulation violations. The work requires the exercise of considerable independence in planning inspections and preparing reports and presentations of findings.

Typical duties include:

- Planning and conducting field inspections and investigations to ensure operator or owner conformance with established environmental health, noise control and smoking regulations; issuing citations as appropriate;
- Maintaining, updating and analyzing inspection findings and other data for the environmental health function;
- Conducting noise surveys, studies and follows up on complaints;
- Making joint inspections with federal, state and local agencies as required;
- Providing availability for emergency response situations such as environmental health hazards and fire damage at hotels and food facilities; responding to foodborne illness outbreaks;
- Reviewing new state and federal legislation and advises on its impact on the City's environmental health programs;
- Performing routine and requested inspections of food facilities, food stores, institutions, schools, swimming pools, and other facilities and follows up on report findings and recommendations;
- Conducting inspections and investigations to determine vector infestations;
- Reviewing demolition permits and plans for the abandonment of potable water wells to ensure health and safety code compliance;
- Preparing a variety of reports and legal complaints and acts as an expert witness in court cases;
- Assisting the public and other City departments with inquiries concerning City environmental health matters;
- Analyzing blueprints submitted for plan check to ensure health and safety code compliance, and provides reports to other City departments, business owners, and the public;
- Maintaining current knowledge of technology and technical advancements in the field; and
- May perform the duties of a Vector Control Technician.

REQUIRED QUALIFICATIONS:

Education

Equivalent to graduation from a four year college or university with major coursework in environmental health, sanitation or a related biological field

AND

Certification/License

Registration by the State of California as an Environmental Health Specialist

Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record. Must be registered by the State of California as an Environmental Health Specialist. State certification in pesticide use and safety and vertebrate vector control is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles and practices of environmental sanitation, including water supply, sewage and refuse disposal, housing, recreational and industrial sanitation and vector control; principles and practices of sanitary food production, processing and handling; principles and techniques of sampling and analysis of varied specimens; local, state and federal environmental health and safety regulations and requirements.

Ability to: Make thorough routine and special inspections and investigations; analyze and evaluate the results of sampling studies; exercise sound, independent judgment within established guidelines; educate the public in matters of effective sanitary measures; interpret and enforce environmental health regulations and guidelines; represent the City as an expert witness in court cases involving environmental health violations; review construction blueprints as they relate to health and safety codes to ensure health and safety compliance; identify and recommend solutions to vector infestation problems; establish and maintain effective working relationships with those contacted in the course of the work.

APPLICATION PROCESS:

Applicants must submit:

1. APPLICATION FORM
2. RESPONSES TO THE SUPPLEMENTAL QUESTIONS

All materials must be received in our office no later than 5:00 pm on the closing date (P.S.T.). Postmarks, faxes and incomplete applications will not be accepted. Resumes are not a substitute for a completed application.

Application Review

All application materials will be reviewed and those meeting the minimum qualifications will have their names placed on an employment eligible list that the Department will use to conduct final selection interviews.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency / disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Department of Human Resources | (510) 981-6800 | hr@cityofberkeley.info | 2180 Milvia Street, 1st Floor, Berkeley CA 94704.

Alternative Application Formats: This application material is available in alternative formats upon

request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the **ADA Coordinator**, 2180 Milvia Street, Berkeley | Phone: (510) 981-6300 | TTY: (510) 981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2017-08-24050
REGISTERED ENVIRONMENTAL HEALTH SPECIALIST
EF

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info

Registered Environmental Health Specialist Supplemental Questionnaire

- * 1. Please indicate highest level of education completed.
 - Less than 4 years of college
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree or higher
- * 2. Please indicate the discipline for which you possess a degree and relevant major coursework. (If this does not apply to you, please type N/A.)
- * 3. Do you possess a certificate of registration as an Environmental Health Specialist issued by the State of California?
 - Yes No
- * 4. If you answered 'yes' to question above, please indicate the number and expiration date of your certification below. (If you answered 'no' to the questions above, please type N/A.)
- * 5. Please describe your experience with identifying and recommending solutions to vector infestation and noise control problems. (If you do not possess this experience, please type N/A.)
- * 6. Please describe your experience with interpreting and enforcing environmental health regulations and guidelines. (If you do not possess this experience, please type N/A.)
- * 7. I acknowledge that I have reviewed all my answers to all above supplemental questions for accuracy.
 - Yes
- * Required Question