



ORANGE COUNTY
Human Resource Services
333 W. Santa Ana Blvd,
Santa Ana, CA 92701
714-834-2555

<http://www.ocgov.com/hr>

INVITES APPLICATIONS FOR THE POSITION OF:

Program Manager - Food and Pool Safety

SALARY

\$26.87 - \$53.42 Hourly \$2,149.60 - \$4,273.60 Biweekly \$4,657.47 - \$9,259.47 Monthly
\$55,889.60 - \$111,113.60 Annually

ISSUE DATE: 12/20/17

FINAL FILING DATE: 01/16/18

THE POSITION



**Program Manager - Food and Pool Safety
(Administrative Manager I)**

This recruitment is open to the public and is being held to establish an eligible list to fill vacancies within the Health Care Agency, Environmental Health Division. The eligible list established through this recruitment may also be used to fill future, similar and/or lower level positions throughout the County.

*The deadline to apply to this recruitment is **Tuesday, January 16, 2018 at 11:59 PM.** Applicants are encouraged to apply immediately.*

HEALTH CARE AGENCY

The [Orange County, Health Care Agency](#) is a dynamic organization dedicated to creating and supporting an environment that promotes the achievement of optimal individual, family and community health. Under the direction of the Agency Director, a new and dynamic executive team with an organizational structure comprised of six service areas – Administrative and Financial, Behavioral Health, Correctional Health, Regulatory/Medical Health, and Public Health - is committed to meeting the health needs of the diverse Orange County community.

ENVIRONMENTAL HEALTH DIVISION

[Environmental Health](#) Division is comprised of various programs aimed toward protecting the health and safety of Orange County residents and visitors from harmful conditions in the environment. Staff enforce laws and regulations and emphasize education to assist businesses and communities with providing healthy and safe communities. The Food and Pool

Safety section has several program responsibilities such as retail and wholesale food, Pool Safety, Childhood Lead Poisoning Prevention, Detention Center and Day Camps, and Plan Check program.

THE OPPORTUNITY

As a Program Manager, the incumbent will:

- Oversee the day-to-day activities within the Environmental Health's Food and Pool Safety Section, providing general guidance to supervisors and staff
- Oversee regulatory implementation of Health and Safety Code requirements for food facilities and public swimming pools and all applicable ordinances and laws for regulatory programs that fall under their responsibility
- Develop policies and procedures, program budgets, communicate with media, and resolve business complaints
- Plan for future direction and needs of the program
- Organize and prioritize activities and workloads based on resource allocation constraints, public health protection, Division goals, and executive management directives
- Provide leadership and work effectively in a shared team environment with a peer manager, subordinate supervisors, and staff ensuring that Division goals are met
- Work collaboratively with outside organizations that interact with the Food and Pool Safety Program
- Maintain effective and regular communication with division and executive management

DESIRABLE QUALIFICATIONS

The ideal candidate will possess a Master's degree in a Leadership Development Program, Environmental Sciences, Public Health, or a related area and at least two (2) years of extensive knowledge and experience in the following:

- **Food and Pool Safety Program Knowledge | Public Health Experience**
 - Public Health as well as Public Safety background
 - Environmental Health Food and Pool Safety Section
 - Environmental Health knowledge in food programs, recreational health and other programs within the scope of this section
 - Thorough knowledge in interpreting and applying statutes, regulations, policies, and Division goals
 - Leading special committees and projects
 - Working with database management information systems used for measuring productivity and providing the public with consumer information
 - Public health requirements and awareness and proper assessment of situational circumstances
 - Possess a certificate for Public Health, Food Handler or Food Manager
- **Leadership | Supervisory Skills**
 - Leading confidently by taking personal responsibility for decisions and actions
 - Aligning organizational vision with County strategic goals and Division business objectives
 - Clarifying performance expectations (e.g. roles, responsibilities, standards, and goals) collaboratively with others
 - Developing strategies (e.g. training, learning opportunities, key experiences) to fit individual, team, and organizational needs
 - Managing all aspects of performance management systems within established time frames
- **Relationship Building | Interpersonal Skills**
 - Promoting teamwork by creating a culture and environment supporting individual and team empowerment
 - Promoting flexibility by planning for the effects of organizational change

- Working collaboratively with other supervisors and managers to meet Division goals and objectives
- Confronting conflict directly and objectively with a goal of resolution for all parties
- Building consensus amongst diverse groups for the purpose of meeting Division objectives
- Maintaining effective working relationships with a variety of public and private organizations, city, state, and federal agencies, business owners, as well as academic institutions, County Counsel, District Attorney, and the general public and press
- **Problem Solving | Decision Making**
 - Demonstrating awareness of decisions made at a managerial level and those from an Executive level
 - Resolving time-sensitive problems, specifically surrounding Food and Pool Safety issues
 - Integrating changing laws and regulations within public health and Health and Safety field and providing input toward decisions related to the implementation of these requirements
 - Incorporating risk management education and mitigation strategies, as well as recognizing potential adverse consequence of actions
- **Communication Skills**
 - Promoting open, candid information sharing across organizational boundaries
 - Working with different stakeholders and effectively communicating with them in a timely manner
 - Presenting ideas and complex material clearly, concisely, logically, and persuasively both orally and in writing
 - Working and communicating effectively with various levels of an organization

SPECIAL QUALIFICATION

- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California

MINIMUM QUALIFICATIONS

Click [here](#) to learn more about the minimum qualifications for the Administrative Manager I classification.

PHYSICAL, MENTAL, AND ENVIRONMENTAL CONDITIONS

Physical and Mental Conditions

The County of Orange is committed to providing a means for applicants who may have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities, which are customarily required to perform the essential job functions of this position. Applicants are encouraged to contact the Recruiter for any questions or to request an accommodation during the testing/selection process.

Continuous: upward and downward flexion of the neck. Frequent: sitting and repetitive use of hands to operate computers, printers, and copiers; manual dexterity to hand-write and use computers; corrected vision to read standard text, labels or color change indication test papers; monitoring equipment display screens, and computer screens. Occasional: standing, climbing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, upper body strength to reach and move items from high shelves, and walking on uneven ground or wet, slippery floors. May require occasional

lifting of materials weighing up to 30 pounds.

Environmental Conditions

Work is typically performed in an indoor climate controlled office environment. However, occasional travel to other locations or field sites may be required for some assignments exposing incumbents to various weather conditions, hazardous gases, chemicals, pesticides, communicable diseases, pests/rodents, and other hazardous health conditions. May require work in establishments which may have nudity, sexually explicit pictures, and literature; contact with materials/waste including odors and fumes from various processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures; contact with hostile and irate individuals; and ability to work at heights higher than ten feet.

RECRUITMENT PROCESS

Human Resource Services (HRS) will screen all applications to identify qualified candidates. After screening, qualified candidates will be referred to the next step and notified of all further procedures applicable to their status in the competition.

Oral Structured Interview Exam | (Weighted 100%)

Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Based on the Department's needs, the selection procedure listed above may be modified. All candidates will be notified of any changes in the selection procedure.

Eligible List

Once the assessment has been completed, HRS will establish an eligible list of candidates. Candidates placed on the eligible list may be referred to a selection interview to be considered for present and future vacancies.

ADDITIONAL INFORMATION

Email Notification

Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account.

NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.

Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at www.governmentjobs.com.

Frequently Asked Questions

Click [here](#) for additional Frequently Asked Questions.

For specific information pertaining to this recruitment, please contact **Andi Aguilar** at (714) 834-2598 or aaguilar@ochca.com.

EEO INFORMATION

Orange County, as an equal employment opportunity employer, encourages applicants

from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,
Santa Ana, CA 92701

EXAM #8011MA-1217-042 (O)

PROGRAM MANAGER - FOOD AND POOL SAFETY

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Program Manager - Food and Pool Safety Supplemental Questionnaire

- * 1. Do you possess a valid certificate of registration as an **Environmental Health Specialist** issued by the State of California?
 Yes No

- * 2. If you answered "yes" to Question #1, please provide your Registration Environmental Health Specialist number. If you answered "no," please input N/A."

- * 3. Do you currently possess any of the following:
 - Masters Degree from a Leadership Development Program
 - Masters Degree in Public Health or Environmental Sciences
 - Certificate in Public Health
 - Certificate for a Food Handler or Food Manager
 - None of the Above

- * 4. Please provide a detailed description of your knowledge, experience and qualifications as it specifically relates to the Environmental Health, Food and Pool Safety Program.

- * 5. Please describe your experience performing in a supervisory or leadership role. Please include your job title, employer name, number of years, number and level of staff and a detailed description of your responsibilities.

- * Required Question