

DEPARTMENT: Personnel BY: Richard J. Benson PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Environmental Health Specialist Trainee, set the salary at \$3,276.27-\$3,982.54/month, and assign the classification to SEIU.

For quite some time, recruitment efforts to find one qualified Registered Environmental Health Specialist (REHS) have been unsuccessful. Most applicants have the four year degree that this position requires, however, they do not have the required State license. Recent applicants who did not qualify for the REHS position because they did not have the license are interested in being considered for this lower-level position; these applicants did, however, have a letter from the State informing them that they met the educational requirements to work as a trainee. It is more than likely that when the recruitment opens for this position, additional applications will be received for this trainee position other than those who have already expressed a desire to be considered for the trainee level. It is the department's desire to underfill the remaining unfilled REHS allocation with the Environmental Health Specialist Trainee classification. This will allow the department to maintain all REHS allocations while the trainee gains the experience needed to obtain the State license and to eventually fill the remaining REHS allocation.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

None on this action.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action could result in the inability to fill a vacancy in the Health Department.

Financial Impact? ( ) Yes (X) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded		
Amount in Budget: \$		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		<b>Job Description</b>
Internal Transfer		
Unanticipated Revenue	_____ 4/5's vote	
Transfer Between Funds	_____ 4/5's vote	
Contingency	_____ 4/5's vote	
( ) General ( ) Other		

CLERK'S USE ONLY:

Res. No.: 09-354 Ord. No. \_\_\_\_\_  
Vote - Ayes: 5 Noes: \_\_\_\_\_  
Absent: \_\_\_\_\_  
*AMW* Approved  
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
Attest: MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By: \_\_\_\_\_  
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended  
 No Opinion  
Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAO: *[Signature]*

## **ENVIRONMENTAL HEALTH SPECIALIST TRAINEE**

### **DEFINITION**

Under direction, learn and perform environmental health investigations and inspections in the enforcement of State and local regulations related to food facilities, water supplies, solid waste, and liquid waste disposal, recreational health, vector control, air quality and land use; prepares and maintain related records and reports; and performs related duties and responsibilities as required.

This is the trainee-level class in the Environmental Health Specialist series. Under immediate supervision, an Environmental Health Specialist Trainee receives on-the-job training to perform basic inspections and investigations for compliance with environmental laws and regulations. As more experience is gained, incumbents at this level will be expected to carry out assignments with greater independence. Trainees are limited to a three-year appointment after which they must pass the Registered Environmental Health Specialist exam or be dismissed as a trainee pursuant to the California Department of Health Services training plan.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the County Health Officer and from the lead Registered Environmental Health Specialist as appropriate.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Learns to perform routine inspections and investigations of environmental health conditions associated with retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreational health, vector control, housing, air quality and land use.

May assist in reviewing plans and performing preliminary site evaluations for the construction of water wells, sewage disposal systems, swimming pools and spas, food service facilities, facilities which handle reportable quantities of hazardous materials, underground storage tanks, solid waste facilities, and other facilities which may impact public health; may inspect routine installations for compliance with regulations and approved design.

Collects samples of water, beverages, food, air, soil and other materials for laboratory tests.

Performs routine investigations of public complaints of unsanitary conditions and alleged violations of codes and regulations.

Learns to inspect permanent and temporary food facilities for compliance with health regulations and standards; responds to complaints and investigates alleged food-borne illnesses.

Assists with providing air quality control services by monitoring air pollutants, performing field inspections of pollutant sources.

Assists with investigating sites of hazardous waste spills, including leaking underground fuel tanks

Assists with performing inspections and reviews emergency response plans for California Accidental Release Program facilities.

Prepares and maintains complete and accurate records; prepares and submits reports required by the County and other agencies.

Performs general administrative and clerical work as required, including preparing reports and correspondence, attending meetings, copying and filing documents, entering and retrieving computer data, assembling materials, sending and receiving faxes, answering the telephone, compiling data for reports, preparing mailings, etc.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Pertinent federal, state and local laws, regulations, codes and ordinances.

Basic principles of environmental sanitation and sanitary science.

Basic methods of inspection and investigation.

Basic principles, practices and trends in the field of environmental health and quality, specifically those relating to the food industry, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, housing, vector control, air quality and land use.

Basic biological and physical sciences, including chemistry, organic chemistry, physics, microbiology, biology and mathematics.

Report and business letter preparation techniques.

Modern office practices and technology, including the use of computers for data processing and records management.

English usage, spelling, grammar and punctuation.

Safe work practices.

#### **Ability to:**

Understand, interpret, analyze and apply federal, state and local laws, rules, regulations, codes and ordinances.

Understand and follow oral and written instructions.

Conduct routine inspections and investigations.

Collect and analyze field data and other information.

React quickly and calmly in emergency situations.

Prepare clear and concise technical reports.

Perform mathematical computations with accuracy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**TYPICAL WORKING CONDITIONS**

Work is performed in an office and field environment. Incumbent drives both off road and on surface streets and may be exposed to traffic hazards, adverse weather conditions, temperature and noise extremes, wetness, communicable disease, pathogenic substances, odors, skin irritants, unusual heights, air contaminants, fumes/dust, solvents, grease/oil.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, bend, squat, twist and reach while performing office and/or field inspection duties; traverse uneven terrain; operate motor vehicles; lift and/or handle weights of up to 25 pounds; perform simple grasping and fine manipulation. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

**MINIMUM QUALIFICATIONS**

**Experience:**

None required.

**Education:**

Graduation from an accredited four year college or university with coursework in environmental health, biological science, chemistry, or a closely related science.

**Additional Requirements:**

Possession of a letter of qualifications issued by the California Department of Public Health Services, Environmental Health Specialist Registration Program, verifying applicant meets the educational requirements to work as an Environmental Health Specialist trainee.

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**