

## CLASS SPECIFICATION

Yuba County

January 2007

**CLASS TITLE:** Director of Environmental Health

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Plans, organizes, coordinates and directs the operations for the County's environmental health and hazardous materials programs; provides professional environmental health expertise to County management, the Board of Supervisors, other governmental agencies and the public; oversees and assures regulatory compliance for all environmental health functions and performs related work as assigned.

### **CLASS CHARACTERISTICS:**

This senior level management position is responsible for overseeing the operations of the Environmental Health Department in the Community Development and Services Agency. Responsibilities include policy development, program and project planning and budget administration. Incumbents will coordinate with the County departments and management staff, governmental agencies and the public to manage and accomplish the complex functions of the department. The incumbent is accountable for accomplishing agency-wide planning and operational goals and objectives and for furthering County goals and objectives within general policy guidelines. This position reports to the Community Development and Services Agency Director on all critical functions of the Environmental Health Department.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Environmental Health Department.
- Provides input on the administration, management and operations of the Community Development and Services Agency; contributes to the overall quality of the agency by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Directs the selection of staff and provides for their training and professional development; interprets regulations and County policies and procedures to employees; ensures effective morale and productivity.
- Plans, organizes, assigns, manages, reviews and evaluates the work of assigned staff either directly or through subordinate supervision; conducts performance evaluations and administers discipline as required.
- Participates in the administration, development and forecasting of funds needed for staffing, equipment materials and supplies for the Environmental Health Department budget; reviews departmental revenue and expense activities and reports.
- Administers all programs related to environmental health, including inspection, mitigation, enforcement and education to protect the public and environmental health of the County.
- Monitors and interprets changes in laws and regulations related to environmental health; evaluates their impact upon County activities, and develops and implements policy and procedural changes as required; drafts changes to ordinances, regulations and procedures and implements after approval.
- Directs the conduct of analytical studies; analyzes trends, and evaluates program requirements and resource utilization; reviews reports of findings develops alternatives and recommendations.
- Reviews and comments on proposed statutes and regulatory changes; reviews and revises fees for budget planning; approves annual grant applications and reports.
- Contributes to the overall quality of the department's by developing, reviewing and making recommendations for improvements to ensure maximum service provision.
- Prepares and directs the preparation of staff reports and exhibits regarding existing and proposed program activity and service delivery effectiveness.
- Confers with and represents the County in meetings with the Board of Supervisors, other department and/or management staff.
- Confers with and represents the County with members of the County Board of Supervisors, members of boards and commissions, various governmental agencies, business and industrial groups and the public.

- Prepares and directs the preparation of a variety of written correspondence, reports, procedures and other written materials; directs the maintenance of accurate records and files.

**Important:**

- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and visit various County locations.

**QUALIFICATIONS:**

**Knowledge of:**

Principles and practices of public and environmental health inspection, mitigation and enforcement.

Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

Administrative principles and practices, including goal setting and program development, implementation and evaluation.

Basic budgetary and administrative principles and practices.

Methods and techniques of investigation, inspection and resolution of unsanitary conditions.

Applicable laws, codes and regulations.

Record keeping and report preparation principles.

Techniques for representing the department and the County in meetings and negotiations with a wide variety of individuals and groups.

Techniques for making effective public presentations.

**Skill in:**

Organizing, directing and implementing a comprehensive environmental health program.

Administering programs and staff directly and through subordinate supervision.

Developing and implementing goals, objectives, policies, procedures and work standards.

Providing for the training and professional development of staff.

Planning and administering a departmental budget.

Understanding, interpreting, explaining and applying complex county, state and federal laws regulating environmental health programs.

Enforcing laws, codes and regulations firmly, tactfully and impartially.

Detecting unsanitary conditions and public health hazards and securing their correction through education, voluntary compliance, or legal enforcement.

Making effective presentations and representing the department at meetings concerning environmental health activities.

Preparing clear and concise reports, correspondence and other written materials.

Maintaining or directing the maintenance of accurate records and files.

Establishing and maintaining effective interpersonal relations with the general public and personnel at all organizational levels.

Maintaining or directing the maintenance of accurate records and files.

**Physical Demands:**

- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to inspect various sites and attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

Attend meetings and functions outside of normal working hours.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.
- Possess California Registration as an Environmental Health Specialist.
- Maintain professional development and continuing education activities for valid certification as required by the position.

**Background:** The minimum and preferred requirements for this position are outlined below:

**Minimum:** Equivalent to graduation from a four-year college or university with major which includes 30 semester units in the basic sciences, or with a major in public health, and six years increasingly responsible experience as a Environmental Health Specialist, including at least three years of supervisory or management experience.

**Preferred:** In addition the minimum requirements, an advance degree in an appropriate field and additional Supervisory or management experience in Environmental Health.

**This class specification lists the major duties and requirements of the job. Incumbent(s) may be expected to perform job-related duties other than those contained in this document.**