

## ENVIRONMENTAL HEALTH SPECIALIST I, II & III

### SALARY RANGE

Hourly	\$ 22.86 - \$33.61	Monthly	\$ 3,963.21 - \$5,826.32	Annually	\$ 47,558.58 - \$69,915.87
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### Environmental Health Specialist I

Under close supervision, to learn to conduct inspections and investigations involved with the enforcement of laws and regulations pertaining to environmental health and safety and consumer protection; and to perform other work as required.

This is the trainee level class in the professional Environmental Health Specialist series. This class receives formal and on-the-job training in the techniques and procedures essential to conducting various environmental health and safety inspection, investigation and enforcement activities. This class differs from the next higher level class of Environmental Health Specialist II in that the latter is the registered, fully-qualified intermediate level. Incumbents are required to obtain registration and promote to the Environmental Health Specialist II level within the time frames set by the State Health and Safety Code.

### Examples of Essential Duties:

- Attends training sessions to receive instruction in environmental health and safety principles, methods and techniques.
- Conducts periodic inspections and complaint investigations of all types of retail food facilities such as markets, restaurants, food vehicles, ice plants, temporary events and school cafeterias for compliance with State Health and Safety Code requirements including structural and operational aspects of food storage and preparation, utensil washing and sanitizing, food equipment, plumbing and ventilation, hand washing and restroom facilities.
- Takes appropriate enforcement action such as quarantine, embargo and condemnation of food products; conducts food poisoning investigations to determine probable cause and provides recommendations for correction.
- Conducts periodic inspections and complaint investigations of public and semi-public swimming pools and spas for proper operation, maintenance and safety.
- Conducts periodic inspections and complaint investigations of mobile home parks and recreational vehicle parks for sanitation, maintenance, use and occupancy.
- Conducts periodic inspections and complaint investigations related to facilities and individuals performing tattooing, body piercing, and permanent make-up.
- Conducts periodic inspections and complaint investigations of solid waste, liquid waste and medical waste handling facilities and businesses.

• Conducts investigations of complaints concerning the infestation of rodents and insect vectors by looking for evidence of infestation.

• Conducts investigations of complaints concerning improper disposal of garbage, rubbish, sewage and other unsanitary conditions on private and public property.

• Collects samples and specimens for laboratory analysis and interprets laboratory findings; prepares inspection reports for the enforcement of public health laws and regulations.

• Maintains accurate records of work performed; gathers evidence of violations and non-compliance with public health laws and regulations.

• Assists in preparing court cases by completing inspection reports, attending office hearings, and conferring with city or district attorneys.

• Testifies in court as the investigating officer.

### **Recruiting Guidelines:**

Education: A bachelor's degree with courses from an accredited college that enables the applicant to meet the minimum educational standards prescribed by the State of California, Department of Health Services. A letter from the State Department of Health Services stating that the applicant meets the minimum qualifications for a Registered Environmental Health Specialist must be submitted with the resume/application for employment.

Knowledge of: The principles of physical, biological, and social sciences used in environmental health and safety.

Ability to: Learn environmental health inspection, investigation, and enforcement principles and procedures; establish and maintain effective working relationships with the public, various governmental agencies, and other staff members; analyze situations accurately and take effective action; communicate clearly both orally and in writing; prepare clear and concise reports; use a personal computer and software programs.

### **Environmental Health Specialist II**

Under general supervision, to conduct inspections and investigations involved with the enforcement of laws and regulations pertaining to environmental health and safety and consumer protection; and to perform other work as required.

This is the registered, intermediate level of the Environmental Health Specialist class series. This class differs from the lower level class of Environmental Health Specialist I in that the latter is the trainee level. The Environmental Health Specialist II class differs from the next higher level class of Environmental Health Specialist III in that the latter is the fully-qualified working level and performs more detailed and complex inspection and investigation work. Incumbents of the Environmental Health Specialist II class are eligible to promote to the Environmental Health Specialist III level after receiving a satisfactory performance evaluation and meeting the experience requirements.

## Examples of Essential Duties:

- Conducts periodic inspections and complaint investigations of all types of retail food facilities such as markets, restaurants, food vehicles, ice plants, temporary events and school cafeterias for compliance with State Health and Safety Code requirements including structural and operational aspects of food storage and preparation, utensil washing and sanitizing, food equipment, plumbing and ventilation, hand-washing and restroom facilities.
- Takes appropriate enforcement action such as quarantine, embargo and condemnation of food products.
- Conducts food poisoning investigations to determine probable cause and provides recommendations for correction.
- Conducts periodic inspections and complaint investigations of solid waste, liquid waste and medical waste handling facilities and businesses; conducts periodic inspections and complaint investigations related to facilities and individuals performing Tattooing, Body Piercing and permanent make-up.
- Conducts periodic inspections and complaint investigations of public and semi-public swimming pools and spas for proper operation, maintenance, and safety.
- Conducts periodic inspections and complaint investigations of mobile home parks and recreational vehicle parks for sanitation, maintenance, use and occupancy.
- Conducts investigations of complaints concerning the infestation of rodents and insect vectors by looking for evidence of infestation; conducts investigations of complaints concerning handling disposal of garbage, rubbish, sewage and other unsanitary conditions on private and public property.
- May review and approve plans for development and construction projects related to food facilities, public swimming pools, on-site sewage disposal systems, and water wells for conformity to environmental health regulations.
- Collects samples and specimens for laboratory analysis and interprets laboratory findings.
- Prepares inspection reports, legal notices, citations, letters of violation, and other investigative reports for the enforcement of public health laws and regulations; maintains accurate records of work performed.
- Gathers evidence of violations and non-compliance with environmental health laws and regulations; issues citations for infraction violations; prepares reports and evidence and presents cases to the court on behalf of the County.
- Assists in preparing court cases by completing inspection reports, attending office hearings, and conferring with city or district attorneys.
- Testifies in court as the investigating officer.

Education: A bachelor's degree with courses from an accredited college that enables the applicant to meet the minimum educational standards prescribed by the State of California, Department of Health Services.

Knowledge of: The principles of physical, biological, and social sciences used in environmental health and safety; functions and operations of related governmental agencies and community organizations; State and local laws and regulations governing environmental health and safety; penal code provisions relating to public health nuisances; methods and techniques of investigating, inspecting, and obtaining compliance where corrections are necessary; environmental research and statistical methods; principles and practices of environmental health and safety; sampling techniques and related apparatus used to monitor and/or collect samples of substances for analyses; principles of personal safety and protection.

Ability to: Analyze situations accurately and take effective action; establish and maintain cooperative relationships with others; communicate clearly both orally and in writing; prepare clear and concise reports; plan, organize and carry out research, analyze and evaluate data, and make recommendations based on findings; detect health hazards and conditions which violate environmental health and safety laws, ordinances and regulations; and secure their correction through voluntary compliance, education or legal enforcement; interpret public health needs and goals to others; use a personal computer and software programs.

### Environmental Health Specialist III

Under general supervision, to conduct specialized studies, inspections, and investigations involved with the enforcement of complex environmental health laws and regulations and the solution of technical environmental health problems; and to perform other work as required.

This is the journey level of the Environmental Health Specialist class series. This class differs from the lower level class of Environmental Health Specialist II in that the former performs more detailed and complex inspection and investigation work. The Environmental Health Specialist III class is distinguished from the Environmental Health Specialist IV in that the latter serves in a lead capacity over Environmental Health Specialists in environmental health programs or develops, implements and coordinates programs of training, recruitment and selection for Environmental Health Specialists.

### **Examples of Essential Duties:**

- Conducts specialized, technical field inspections and investigations to determine compliance with relevant environmental health laws and regulations; meets with concerned parties from industry and governmental agencies to provide current information on requirements of applicable environmental health laws and to discuss correction of deficiencies to obtain compliance.

- Analyzes proposed or existing legislation to determine impact on environmental health operations; prepares drafts of new environmental health related ordinances and reviews existing ordinances for revision.

facilities, public swimming pools, on-site sewage disposal systems, and water wells for conformity to environmental health regulations; determines conditions for approval as necessary.

- Provides technical assistance to other Environmental Health Specialists.
- Participates in the development and implementation of staff development and training programs; conducts or participates in special investigations for the resolution of the more difficult problems within the various environmental health programs.

- Gathers or leads in the gathering of evidence of violations and non-compliance with environmental health laws and regulations.
- Prepares reports and evidence for presentation at Permit Suspension/Revocation hearings; issues warnings and citations for infraction violations; prepares reports and evidence to present cases to the court on behalf of the County.

- Provides technical information to the public concerning safe food handling practices, vector control, drinking water standards, recycling, medical waste, sewage disposal, pool chemistry, etc. and assists other agencies in the evaluation of these issues; makes presentations to the public, business groups and students/administrators of educational institutions and non-profit professional organizations; may collect recyclable waste from the public.

### Recruiting Guidelines:

Education: A bachelor's degree with courses from an accredited college that enables the applicant to meet the minimum educational standards prescribed by the State of California, Department of Health Services.

Experience: One year of experience equivalent to a Registered Environment Health Specialist II or a Hazardous Materials Management Specialist II with the County of Riverside.

Knowledge of: The principles of physical, biological, and social sciences used in environmental health and safety; functions and operations of related governmental agencies and community organizations; State and local laws and regulations governing environmental health and public health; penal code provisions relating to public health nuisances; methods and techniques of investigating, inspecting, and obtaining compliance where corrections are necessary; environmental research and statistical methods; principles and practices of environmental health and safety; principles of environmental planning and management.

Ability to: Analyze situations accurately and take effective action; establish and maintain cooperative relationships; communicate clearly both orally and in writing; prepare clear and concise reports; plan, organize and carry out research, analyze and evaluate data, and make recommendations based on findings; detect public health hazards and conditions which violate public health and safety laws, ordinances and regulations and secure their correction through education, voluntary compliance or legal enforcement; instruct in the methods and procedures of environmental health and safety inspections and correction of violative conditions; interpret public health needs and goals to others; use a personal computer and software programs.

### **Other Requirements (All Positions)**

License/Certificate: Possession of a valid certificate of registration as an Environmental Health Specialist issued by the State of California, Department of Health Services.

Possession of a valid California Driver's License.

Physical Requirements: Independent body mobility to stand, climb stairs and ladders, walk on uneven ground or wet, slippery floors, at construction sites, retail food, public pools, mobile home parks, and composting facilities, landfills and large excavated areas; upper body strength to reach and move items from high shelves; manual dexterity to hand-write and use personal computers; corrected vision to read standard text, labels, color change indication test papers, monitoring equipment display screens, and computer screens.

Environmental Requirements: Will be required to work in an office and all types of field environments, be exposed to inclement weather conditions, and enter and perform work in establishments which may have nudity, sexually explicit pictures and literature; come in contact with materials/waste including odors and fumes from various industrial processes, cleaning solvents, chlorine, and insecticides; ability to tolerate very hot and cold temperatures, walk or stand for extended periods of time with no rest, walk over rough terrain, work at heights higher than ten feet, bend or stoop repeatedly or continually over time; use stomach and lower back to support the body when lifting.

#### **Pre-employment:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

#### **Probationary Period:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.