RECOMMENDED ACTION AND JUSTIFICATION:

Approve a $300 monthly stipend for a Registered Environmental Health Specialist (REHS) with no experience and a $600 stipend for a REHS with one year of experience effective February 1, 2008. This position requires a degree in a scientific field as well as registration as an Environmental Health Specialist under the applicable provisions of California law. As a result, attracting viable, qualified candidates has been difficult. Recruitment efforts have included advertising in professional publications as well as mass mailings to potential candidates. Although recruitment hurdles are not unique to Mariposa County as this situation is occurring throughout the State of California, it is becoming a significant situation in this County as it is potentially creating a workload backlog. This workload includes monitoring food facilities, drinking water, septic systems, swimming pools, sources of air pollution, sources of commercially stored hazardous materials, and solid waste issues, including the County landfill. Implementation of a monthly stipend on top of the base salary for both experienced and non-experienced workers will make this a competitive income for a qualified candidate and help assure that Mariposa County does not become merely a training program for other entities.

The stipends are not intended to run concurrently. For example, the $300 stipend for a REHS with no experience will increase to $600 after one year of experience. Candidates who apply and are hired and already have 1+ years of experience will receive the $600 stipend.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has previously approved monthly stipends for hard-to-recruit for classes, such as Social Workers.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action will result in continued recruitment difficulties.

Financial Impact? (X) Yes  ( ) No  Current FY Cost: $  Annual Recurring Cost: $  
Budgeted In Current FY? ( ) Yes  ( ) No  ( ) Partially Funded  
Amount in Budget: $  
Additional Funding Needed: $  
Source:  
Internal Transfer  
Unanticipated Revenue  
Transfer Between Funds  
Contingency  
( ) General  ( ) Other  
4/5's vote  
4/5's vote  
4/5's vote  
List Attachments, number pages consecutively  
None on this action.

CLERK’S USE ONLY:

Res. No.:  
Vote – Ayes: 5  
Noes: 0  
Absent:  
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:  
Because the position is vacant  
there is currently sufficient staffing to avoid additional stipend.

CAO:  

Date:  
Attest:  MARGIE WILLIAMS, Clerk of the Board  
County of Mariposa, State of California  
By:  
Deputy
COUNTY of MARIPOSA
P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

LYLE TURPIN, CHAIR
DIANNE A. FRITZ, VICE CHAIR
BRAD ABORN
JANET BIBBY
BOB PICKARD

DISTRICT II
DISTRICT IV
DISTRICT I
DISTRICT III
DISTRICT V

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICHARD J. BENSON, CAO
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: Approve a $300 Monthly Stipend for a Registered Environmental Health Specialist (REHS) with no Experience and a $600 Stipend for a REHS with one Year of Experience Effective February 1, 2008

RESOLUTION 08-36

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on January 22, 2008

ACTION AND VOTE:

Approve a $300 Monthly Stipend for a Registered Environmental Health Specialist (REHS) with no Experience and a $600 Stipend for a REHS with one Year of Experience Effective February 1, 2008

(County Administrative Officer/Personnel/Risk Manager)

BOARD ACTION: Discussion was held with Rick Benson relative to the request.

Input from the public was provided by the following:

Paul Chapman commented on other positions that he feels should be considered, and he questioned how these stipends are justified.

David Butler stated he would like to see the stipends limited to a relocation incentive and that there be a time limit.

Ruth Catalan asked for clarification of what the position does. Supervisor Fritz and Rick Benson responded relative to the job duties of this job classification. Ruth Catalan stated she disagrees with paying someone $7,200 a year increase without others getting a raise; and she asked how many employees will receive the stipend.

Further discussion was held; and staff was directed to come back with additional information relative to the impact this would have on the budget, regarding future removal of the stipend, how many other departments are in the same situations with vacancies and how will they be dealt with; which positions stipends have already been approved for, and whether the stipend could be limited to two years for review. Motion by Bibby that the Board members provide their concerns to the County Administrative officer so that they can be addressed when this item is brought back to the Board, was withdrawn by the maker following discussion. It was agreed that this item would be brought back to the Board this afternoon.

Rick Benson provided the additional information that was requested relative to the monthly stipend for the REHS positions and discussion was held. Dr. Mosher, Health Officer, provided input on the salary difference between the State and County employees in this job classification; and relative to their recruitment and retention efforts and the budget impacts. Sandi Laird/Administrative Analyst-
Administration, clarified that the Associate Engineers are eligible for incentive pay versus a stipend.

(M)Fritz, (S)Pickard, Res. 08-36 was adopted approving the recommended action, with direction to the County Administrative Officer that the stipend be revisited every couple of years to evaluate the necessity of the program. Supervisor Fritz stated she does not want to take the stipend away from someone who is receiving it, but the base salary could be increased for new employees to be compatible if recruitment no longer becomes a problem. Ayes: Unanimous.

Cc: Dr. Mosher, Health Officer
    Sandi Laird, Personnel
    Mary Hodson, Deputy CAO
    Rick Benson, CAO
    Chris Ebie, Auditor
    File
REGISTERED ENVIRONMENTAL HEALTH SPECIALIST

DEFINITION
To plan, coordinate and implement Environmental Health Division programs designed to preserve and protect the health and safety of County residents and others; to conduct inspections and enforce state and local regulations related to retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, vector control, air quality and land use; to prepare and maintain related records and reports; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the County Health Officer and may receive direction from the lead Registered Environmental Health Specialist as appropriate.

May exercise lead direction over the Environmental Health Aide.

EXAMPLES OF ESSENTIAL FUNCTIONS
Performs inspections and investigations of environmental health conditions associated with retail food facilities, hazardous materials, water supplies, solid waste and liquid waste disposal, recreation, vector control, housing, air quality and land use.

Advises of and enforces public compliance with environmental health practices and regulations.

Reviews plans, performs preliminary site evaluations, and issues or rejects permits for the construction of 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; inspects installations for compliance with regulations and approved designs; conducts routine and non-routine inspections of operating facilities.

Collects samples of water, beverages, food, air, soil and other materials for laboratory tests; interprets test results and takes appropriate action.

Investigates public complaints of unsanitary conditions and alleged violations of codes and regulations.

Issues violation notices and/or compliance orders; recommends legal action against recalcitrant violators of local and state health regulations; prepares and presents court testimony as required.

Inspects permanent and temporary food facilities for compliance with health regulations and standards; responds to complaints and investigates alleged food-borne illnesses.
Provides air quality control services by monitoring air pollutants, issuing permits and performing field inspections of pollutant sources; reviews and approves or rejects plans for proposed controlled burns.

Investigates sites of hazardous waste spills, including leaking underground fuel tanks, and makes recommendations based on the impact to human health and environmental resources.

Performs inspections and reviews emergency response plans for California Accidental Release Program facilities.

Reviews land use documents and provides comments regarding the impact on environmental health; collaborates with Planning Department personnel on land use projects and issues.

Plans and implements a program of public education to increase the awareness of and the ability to comply with public / environmental health regulations and standards.

Provides information to the public in matters of vector control and rodent control.

Provides on-site compliance training of food service, swimming pool / spa, and other personnel dealing with public / environmental health standards, as needed.

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

Coordinates and/or participates in special programs and projects as assigned.

Responds to public requests for assistance, complaints or inquiries in areas of responsibility.

Coordinates assigned activities and programs with those of other departments, divisions and agencies as appropriate.

Provides training and leadership of Environmental Health Aide as assigned.

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.

Principles, procedures and techniques used in planning, implementing and evaluating public health programs.
Recent developments, current literature and sources of information related to environmental health.

Principles, techniques and materials used in public health education.

Basic principles of environmental sanitation and sanitary science.

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.

Communicable diseases and their prevention.

Basic principles of training and leadership.

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.

Public / community relations techniques.

**Ability to:**

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

Understand and follow oral and written instructions.

Recognize environmental health problems and take effective action.

Conduct routine inspections and investigations.

Collect and analyze field data and other information, and draw valid conclusions.
Analyze problems, identify alternative solutions, determine consequences of proposed actions and implement recommendations in support of goals.

Research and prepare effective public education and information materials.

React quickly and calmly in emergency situations.

Prepare clear and concise administrative and technical reports.

Perform mathematical computations with accuracy.

Provide effective training and leadership as assigned.

Gain cooperation through discussion and persuasion.

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 college or university with a Bachelor's degree in environmental health, biological science, chemistry, or a closely related science.
Additional Requirements:
Possession of a valid California driver’s license.

Registration as an Environmental Health Specialist under the applicable provisions of California law.

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.

Creation Date: 04/04 (E/S 04-171)