

DEPARTMENT: Administration/Personnel BY: Catherine Harmon PHONE: 966-5694

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes:      No X)

Adopt this resolution revising the attached class specification for Registered Environmental Health Specialist I to conform to State standards, appoint Steve Mindt into the position effective the date of his certification, and abolish the class of Registered Environmental Health Specialist II.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

Mariposa County Resolution No. 90-465 established the salary range. Assigning this position to MCPEA bargaining unit allows a 6% salary increase per Mariposa County Resolution No. 91-600.

	<u>90-465</u>	<u>91-600</u>
Registered Environmental Health Specialist I	178-194	184-200

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Revise this class specification as deemed necessary by the Board.
2. Do not approve this class specification.

**COSTS:** ( ) Not Applicable

A. Budgeted current FY \$ \_\_\_\_\_

B. Total anticipated costs \$ \_\_\_\_\_

C. Required Add'l funding \$ \_\_\_\_\_

D. Source: \_\_\_\_\_

**SPECIAL INSTRUCTIONS:**

List the attachments and number the pages consecutively:

\_\_\_\_\_

\_\_\_\_\_

**SOURCE:** ( ) 4/5ths Vote Required

A. Internal transfers \$ \_\_\_\_\_

B. Unanticipated revenues \$ \_\_\_\_\_

C. Reserve for contingency \$ \_\_\_\_\_

D. Description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

**CLERK'S USE ONLY:**

Res. No.: 92-91

Ord. No.: \_\_\_\_\_

Vote - Ayes: 5 Noes: \_\_\_\_\_

Absent: \_\_\_\_\_ Abstained: \_\_\_\_\_

AW Approved ( ) Denied

( ) Minute Order Attached

**ADMINISTRATIVE OFFICER'S RECOMMENDATION:**

This item on agenda as:

X Recommended

\_\_\_\_\_ Not Recommended

\_\_\_\_\_ For Policy Determination

\_\_\_\_\_ Submitted with Comment

\_\_\_\_\_ Returned for Further correct copy of

The foregoing instrument is a the original on \_\_\_\_\_ Action file in this office.

Date: \_\_\_\_\_

ATTEST: MARGIE WILLIAMS  
Clerk of the Board of Supervisors  
County of Mariposa, State of CA

By: \_\_\_\_\_  
Deputy

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A.O. Initials: [Signature]

MARIPOSA COUNTY

**JOB TITLE:** Registered Environmental Health Specialist I

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The position of Registered Environmental Health Specialist I performs the more simple and routine inspections and investigations for which standard policies and procedures are available, and eventually performs investigations and inspections of average difficulty and complexity. Employees in this classification, under supervision, are responsible for completing assignments which encompass the full scope of the programs within their area of assignment with a substantial range of technical, investigative and inspectional problems.

**SUPERVISOR:** County Health Officer

**TYPICAL DUTIES:**

- Performs inspections and investigations of environmental health conditions including water supplies, food establishments, sewage disposal systems, solid waste disposal systems, developments, housing, medical and correctional institutions, control of vectors, air sources of air pollution, and hazardous waste
- Collects samples of water, beverages, food, air and other material for laboratory tests; interprets the resulting analysis
- Investigates public complaints of unsanitary conditions
- Advises of and enforces compliance with health practices and regulations in correction of unsanitary conditions
- May attend public meetings and confer with local groups and governmental agencies in matters related to environmental health
- Assists in review of plans and construction of swimming pools, septic tanks, seepage pits and leach lines and food establishments
- Maintains accurate records
- Provides air quality control services by monitoring air pollutants, issuing permits and performing field inspections of pollutant sources

MARIPOSA: Registered Environmental Health Specialist I

**Typical Duties** (Cont'd)

- Investigate sites of hazardous waste spills including leaking underground fuel tanks, and makes recommendations based on the impact to human health
- Reviews land use documents and provides comments regarding impact of environmental health
- Investigates radiation risk sources and recommends programs to reduce the risks to the public
- Performs other related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS:**

**Possession of:**

- a valid California driver's license
- a valid certificate of registration as an Environmental Health Specialist pursuant to California Health and Safety Code, Sections 514-534

**Knowledge of:**

- basic principles of environmental sanitation and sanitary science
- methods of inspection and investigation
- basic biological and physical sciences including chemistry, organic chemistry, physics, microbiology, biology, and mathematics
- basic environmental health principles, practices, techniques, and trends in the field of public health, specifically relating to the area of environmental quality, including those relating to the food industry, swimming pools, waste disposal, vector control, housing, water supplies, and hazardous materials
- diseases and their prevention

MARIPOSA: Registered Environmental Health Specialist I

**Ability to:**

- make routine inspections and investigations
- interpret and apply federal, state and local laws, rules, and regulations
- recognize environmental health problems and take effective action
- analyze data and field situations
- develop and maintain effective working relationships with coworkers, the public, and other agencies during the course of business
- speak and write effectively
- train and guide subordinate personnel
- work independently
- draw valid conclusions
- take direction accurately
- make quick and accurate decisions
- take effective action
- prepare clear and comprehensive reports
- operate a personal computer and run various software to create a variety reports

**A typical way to gain the knowledge, skill and ability outlined above is:**

- equivalent to graduation from college with major work in environmental health science or biological science with at least 30 semester units of basic science courses, including at least one laboratory course in each of the following fields: chemistry, physics, microbiology, biology and a course in mathematics.

Creation date: Unknown  
Revision date: 2/92  
REHSI.frm