

96-168

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

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

Adopt this resolution approving inclusion of the attached existing extra-help class specification for the position of Sanitarian Aide with the regular Mariposa County job classifications at a salary range of 92. This classification will be assigned to S.E.I.U.

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."

The Public Health Department has utilized an extra-help position of Sanitarian Aide for the past several years. During the 1995-96 budget hearings, the Board approved increasing this position from extra-help to an 80% level. However, because of the uncertainty that arose immediately following the budget hearings regarding the County's ability to increase the TOT tax and therefore fund certain approved items, this position was not filled at that time. With the passage of Measure B on March 26, 1996, the Public Health Department has now requested that the Personnel Office open a recruitment, and therefore, a salary range must now be established rather than utilization of the extra-help hourly rate presently assigned to this classification. The first step of the salary range requested is equivalent to that of the current hourly rate.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested action. Make any changes deemed necessary by the Board to the class specification and proposed salary range.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Res. No.: 96-168 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
Approved () Denied ()
() Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action

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

Comment: _____
A.O. Initials: MC / JG

MARIPOSA COUNTY

JOB TITLE: Sanitarian Aide

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To assist in conducting routine inspections, investigations, and studies pertaining to environmental quality control and enforcement of public health laws, codes, and regulations, and to provide data entry and clerical support as needed. Employees in this classification receive close supervision within a framework of well-defined policies and procedures. This job class functions at an entry level of classification and receives on-the-job training. Employees at this level are not required to have a State certificate.

SUPERVISOR: County Health Officer

TYPICAL DUTIES

- Assists in the inspection and investigation of environmental health conditions including water supplies, food establishments, sewage disposal systems, solid waste disposal systems, land developments, housing, medical and correctional institutions and control of vectors
- Collects samples of water, beverages, food, 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
- Attends public meetings and confers 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 inspection of pollutant sources
- Performs mosquito abatement work as needed

TYPICAL DUTIES (cont.)

- Performs clerical duties as needed
- Performs other related duties similar to the above in scope and function as required

May require:

- Operate a personal computer, perform data entry functions, and run various software to create a variety of reports

EMPLOYMENT STANDARDS

Possession of:

- a valid California Driver's license

Knowledge of:

- basic principles of environmental sanitation and sanitary science
- methods of inspection and investigation

Ability to:

- learn Federal, State, and County laws, regulations and codes related to environmental quality control and public health safety
- analyze situations, establish priorities, and take effective action
- operate a personal computer
- maintain accurate records
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- meet the physical requirements necessary to perform the duties of the job
- establish and maintain effective work relationships with those contacted in the performance of required duties

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

- equivalent to graduation from high school; college level course work in basic physical sciences; or one to two years of experience in an environmental health department

Creation Date: 4/88