

COUNTY OF TUOLUMNE

California



Invites applications for the position of

Environmental Health Manager

*****\$12,000 Hiring Incentive*****

The County & Community

Tuolumne County, with a population of 55,365 in an area of approximately 2,221 square miles of land and 54 square miles of water, offers its residents and visitors a rural setting with quaint gold-rush towns and some of the most beautiful scenery in California. Encompassing over a million acres, the County is located on the west side of the Sierra Nevada mountains and is a favorite destination of visitors who spent \$273M in 2019 and \$173M in 2020 in tourism dollars.

Tuolumne County is easily accessible year-round for all-season fun and adventures. Endless sight-seeing and photography opportunities are found here. Travel scenic highway 120 through Tuolumne County to Yosemite National Park. There you will find breathtaking vistas, towering giant sequoias, Half Dome, El Capitan, waterfalls, and Tuolumne Meadows. Throughout Tuolumne County you will find opportunities for stargazing, exploring historic gold rush towns, shopping, wine and cider tasting, restaurants and quaint theatre houses. Endless opportunities abound for camping, hiking, biking, boating, rafting, fishing, horseback riding and water and snow sports. Experience the Gold Rush firsthand with a trip to Columbia State Historic Park where you can pan for gold and take a ride on an authentic stagecoach.

The County's beloved original residents, and original guardians of our land, the Tuolumne Band of Mi-Wuk Indians and the Chicken Ranch Rancheria Tribe of Mi-Wuk Indians, are an integral part of our thriving community.

The historic beauty of our county has attracted movie producers and production companies for many years. We caught the eye of Hollywood in 1920 when The Virginian was filmed here and have entertained a steady stream of movie and television producers since then, including Back to the Future 3, The Apple Dumpling Gang Rides Again, Petticoat Junction, Bonanza, The A Team, and many more. Most recently Tuolumne County was the scene for urban legend horror movie, Lantern's Lane.



Community Development Department

The Community Development Department consists of Building, Planning, Code Enforcement, Environmental Health, and Housing.



THE DEPARTMENT

The Environmental Health Department provides services to County residents by planning, organizing, reviewing, and evaluating all department operations and programs including Land Use, Land Development, Well Regulation, Onsite Wastewater Regulations, Public Pool and Spa Regulation, Body Art Regulation, Food Safety and Protection, Solid Waste Management as the Local Enforcement Agency, Hazardous Materials and Waste Management as the Certified Unified Program Agency.

THE POSITION

The Environmental Health Manager will serve the Environmental Health Director for the purposes of the California Code of Regulations. Our new Manager will oversee and supervise a wide variety of complex professional program analysis and administrative work, develop policies and procedures, administer the department budget and evaluate a related department programs and services.

Major Job Functions of the position:

- Plans, organizes, and manages environmental health staff and programs for the Land Use, Land Development, Well Regulation, Onsite Wastewater Regulation, Public Pool and Spa Regulation, Body Art Regulation, Food Safety and Protection, Solid Waste Management as the Local Enforcement Agency, Hazardous Materials and Waste Management as the Certified Unified Program Agency
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Division.
- Participates in the administration of the Division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs Division personnel; evaluates and reviews work for acceptability and conformance with Division standards, including program and project priorities and performance evaluations; works with employees on performance issues; responds to staff questions and concerns.
- Contributes to the overall quality of the Division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and County needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Supervises and participates in the development and implementation of new programs and ordinances, representing the division when necessary to the Board of Supervisors.
- Evaluates new technology, hazards, and legislation pertaining to environmental health; evaluates their impact upon the division, and recommends and implements policy and procedural improvements.
- Coordinates, develops, and implements for multiple complex current and/or long-range environmental planning projects and special planning studies including in-depth plan review, background research, preparing staff reports, attending public hearings and making presentations, and monitoring implementation measures and conditions of approval.
- Conducts office hearings and handle code appeals; reviews and approves filing of Notice of Actions on properties; reviews and approves submittal of cases to District Attorney and County Counsel.

Major Job Functions of the position:

- Prepares, reviews, and completes various reports, including Board of Supervisors agenda reports and division-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for the assigned division to other County Divisions, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Director; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Supervisors and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to environmental health programs, policies, and procedures.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other related duties as assigned.

THE IDEAL CANDIDATE

Our new Environmental Health Manager will have a solid understanding of CUPA and environmental programs, solution driven, team oriented, and positive. The incumbent must be able to partner with departments and members of the community to help support their needs. It is expected that you will be a responsive professional with exceptional communication skills, both written and verbal. The ability to be calm and collected in high-pressure situations is critical to being successful in this position. As an important part of our team, you will operate with a high level of collaboration and engagement.

THE MINIMUM QUALIFICATIONS

Education, Training and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to graduation from an accredited four-year college or university with major coursework in environmental health or a related field, and four years (4) of increasingly responsible experience in at least one of the following Environmental Health program areas: Land Use/Development, Consumer Protection, Hazardous Materials/Waste (CUPA).

Licenses and Certifications:

- Possession of a valid certificate of registration as an Environmental Health Specialist in the State of California
- Possession of a valid California driver's license and a satisfactory driving record

THE COMPENSATION AND BENEFITS PACKAGE

\$91,587-\$111,324 Annually

- **\$12,000 hiring incentive paid out in increments throughout the first 5 years of employment**
- **40 hours of personal time off granted on first paycheck and eligible for use immediately**
- CalPERS Retirement tier dependent upon hire date or prior service/reciprocity
- Deferred Compensation plans available
- \$1,100-\$2,119 contributed towards health benefits, or \$550 cash out option per month if opting out of health insurance
- \$100k life insurance policy
- Personal leave of 180-260 hours annually depending on years of service.
- Twelve paid holidays per year
- Personal Flex Days: 12 days (prorated) for FY 23/24
- Management Leave: 80 hours annually
- Education incentive of 2.5%-5% for advanced degrees (upon completion of probation)
- Education reimbursement program
- Retention incentives for 5 (2.5%), 10 (5%), 15 (10%), 20, (15%) and 25 (20%) years of service

The Application Process

Candidates that best meet minimum qualifications will be invited to participate in our interview process. To be considered for this opportunity please

[Apply online here](#)

FINAL FILING DATE: Friday, December 22, 2023



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For more information