



Ventura County

## SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST- HAZMAT Program

<b>SALARY</b>	\$40.40 - \$56.70 Hourly \$3,231.85 - \$4,535.88 Biweekly \$7,002.34 - \$9,827.74 Monthly \$84,028.11 - \$117,932.93 Annually	<b>LOCATION</b>	Ventura and may require travel throughout Ventura County, CA
<b>JOB TYPE</b>	Full-Time Regular	<b>JOB NUMBER</b>	1566RMA-24AB (DS)
<b>DEPARTMENT</b>	Resource Management Agency	<b>OPENING DATE</b>	02/12/2024
<b>CLOSING DATE</b>	3/4/2024 5:00 PM Pacific		

### Description



The County of Ventura Invites Applications For  
**Resource Management Agency**  
**Supervising Environmental Health Specialist - HAZMAT Program**  
Salary: \$84,028.11 - \$117,932.93 Annually

### WHAT WE OFFER

- **General Salary Increase** - 3.5% effective December 22, 2024.
- **New Hire/Retention/Referral Incentive** - New hires may be eligible for a one-time New Hire incentive up to 10% of the current annual base wage. SEIU 721 MOA 2022-2025, Article 38 (Secs. 3801 – 3803)
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate degree, 3.5% for completion of a bachelor's degree OR 5% for completion of a graduate degree.
- **Bilingual incentive** - Proficiency levels by exam are \$.69 per hour (Level I), \$1.00 per hour (Level II), or \$1.32 per hour (Level III).
- **Vacation Accrual** - New regular, full-time employees shall accrue approximately 14 days of vacation a year for the first 10,400 hours or 5 years of service; vacation accruals increase at 5, 11, 12, 13, 14, 15 and 20 years of service topping out at 26 days a year and 400 hours of vacation hours banked. SEIU 721 MOA 2022-2025, Article 12 (Sec 1202)
- **Annual Leave Redemption** - After 14,560 hours of continuous service an employee may elect to "cash in" or redeem up to 80 hours of vacation accrued in the same year after using 80 hours of vacation in the preceding 12 months.

- **Sick Leave** - Full time regular employees accrue 3.08 hours of sick leave per pay period with an advance at hire of 40.04 hours which will be balanced at the completion of 13 bi-weekly pay periods.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** - Full time employees are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans: Tier one for employee only is \$502 per biweekly pay period, tier two for employee plus one is \$730 per biweekly pay period and tier three for employee plus family is \$905 per biweekly pay period.
- **Flexible Spending Accounts** - Choice of participation in the Flexible Spending Accounts which increase spending power through reimbursement of pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** - Both the County and employees contribute to the County's Retirement Plan and to Social Security. If eligible, reciprocity may be established with other public retirement systems, such as PERS.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.
- **Additional Benefits** - Tuition Reimbursement, Disability Plans, Employee Assistance Program, Life Insurance, Wellness Program.

## VENTURA COUNTY

The County's 1,873 square miles include 1,846 square miles of land with 42 miles of coastline which is home to the following cities and points of interest: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura as well as national protected areas such as parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area.

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, and to advise, assist, and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction. It focuses on serving its residents by promoting engagement, strategy, execution and accountability to include diversity, equity, and inclusion initiatives to ensure that all employees are treated with respect and without discrimination, and to improve culturally appropriate outcomes for community members.

## THE AGENCY

The primary goal of the Resource Management Agency (RMA) is to protect the health, safety, and welfare of the general public through administration and enforcement of County ordinances, Board policy, and state and federal laws regarding land use, and commercial and environmental regulation. RMA includes five divisions: Environmental Health, Planning, Building & Safety, Code Compliance, and Operations/GIS.

RMA recognizes the value of having a diverse and inclusive workforce at all levels of our agency to best serve our clients and be representative of the community we serve and is committed to being an active participant in removing barriers to ensure equitable access and opportunities for success. The agency is dedicated to attracting, hiring, developing, retaining and valuing quality employees fully empowered to protect everyone's health, safety, and the environment, and committed to providing excellent customer service through the efficient, accurate, and consistent application of laws, ordinances, regulations, and policies.

## THE POSITION:

Under direction, plans, organizes and administers the Certified Unified Program Agency (CUPA), Medical Waste, and Body Art program areas; supervises professional and technical staff; and performs related duties as required.

The successful candidate will be able to communicate verbally effectively and tactfully and in writing across a wide range of groups. The candidate will have the ability to lead, direct, and train subordinate staff and possess strong interpersonal skills. The candidate will be enthusiastic and innovative and able to identify and solve problems in an environment of changing priorities. The candidate will have a strong understanding of the regulatory framework related to multiple Environmental Health programs.

Supervising Environmental Health Specialist is represented by the Service Employees International Union (SEIU) and is not eligible for overtime compensation.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary, Fixed Term), Intermittent, and Extra Help and similar vacancies within the Resource Management Agency. **There is currently one**

**(1) Regular vacancy within the Environmental Health Division, Technical Services Section - HAZMAT Program.**

**TENTATIVE SCHEDULE:**

**OPENING DATE:** 02/12/2024

**CLOSING DATE:** 03/04/2024

**Examples Of Duties**

Duties may include, but are not limited to the following:

- Supervises professional and technical Environmental Health staff,
- Interprets and implements state and federal program mandates by coordinating with participating agencies such as District Attorney's Office for internal enforcement actions or to ensure consistency within the implementation of the CUPA Programs,
- Prepares, performs and reviews reports for state and federal agencies, such as annual audit of the CUPA program to report results to Cal/EPA,
- Responds to inquiries and provides program information,
- Researches, analyzes, and interprets information and data,
- May make oral presentations to public groups and governmental entities, and
- Performs other duties as assigned.

**Typical Qualifications**

These are entrance requirements to the exam process and assure neither continuance in the process nor placement on an eligible list.

**EDUCATION, TRAINING, AND EXPERIENCE:**

Considerable professional environmental health experience which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities can typically be obtained by a bachelor's degree in environmental health science or related field and six (6) years of progressively responsible experience in environmental or occupational health. Experience in hazardous materials may also be required.

Substitution:

- A master's degree in environmental health science or a related field and/or registration as an Environmental Health Specialist in California may each substitute for one (1) year of experience.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must be able to obtain and maintain a valid California driver license.
- Registration as an Environmental Health Specialist in California is required for this position.
- California Underground Storage Tank Inspector certification issued by International Code Council must be obtained within six (6) months of hire.
- Pass an Above Ground Petroleum Storage Tank Act course and exam approved by the California Office of State Fire Marshall within six (6) months of hire.

**DESIRED:**

- Supervisory and/or Environmental Health program lead experience.
- Experience with Environmental Health program development.
- Experience with developing, evaluating and updating policies and procedures.
- Ability to interpret and implement complex regulatory requirements and initiate administrative or legal action.
- Experience conducting audits or inspections to determine compliance with hazardous waste, hazardous materials, or underground storage tank laws and regulations.
- Experience with database maintenance and process development.

## **KNOWLEDGE, SKILLS, and ABILITIES:**

- **Thorough knowledge of:** administrative principles applicable to public and environmental health programs, chemistry, microbiology, environmental health, geology, and/or hydrology; federal, state, and local laws pertaining to assigned program area.
- **Working knowledge of:** research and statistical methods; interagency relationships; field tests and analytical procedures; and investigative techniques.
- **Working ability to:** plan, organize, instruct and supervise staff; communicate effectively both orally and in writing; maintain records and prepare reports; establish and maintain effective working relationships.

## **SUPPLEMENTAL INFORMATION:**

- For some positions experience in geology, hydrology, or hazardous materials may also be required.

## **PHYSICAL DEMANDS**

- Work is performed primarily in an office environment but may involve field inspections and occasional exposure to hazardous conditions.

## **Recruitment Process**

**FINAL FILING DATE:** Applications must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on **Monday, March 4, 2024.**

To apply on-line, please refer to our website at [www.ventura.org/jobs](http://www.ventura.org/jobs). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

**NOTE:** If presently permanently employed in another “merit” or “civil service” public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a “merit” or “civil service” style examination, then appointment by “Lateral Transfer” may be possible. If interested, please click [here](#) (Download PDF reader) for additional information.

**Note to Applicants:** It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

**SUPPLEMENTAL QUESTIONNAIRE - qualifying:** All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire may result in removal of the application from further consideration.

**APPLICATION EVALUATION - qualifying:** All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

**TRAINING and EXPERIENCE EVALUATION:** A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, **including the written responses to the supplemental questionnaire.** The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or ranked according to criteria that most closely meet the business needs of the department.

Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

NOTE: In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. **It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.** Applicants must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

**ORAL EXAMINATION - 100%:** A job-related Oral Examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, a T&E will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

#### **ELIGIBLE LIST**

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year. The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-Term), Intermittent and Extra Help vacancies for this and similar positions within the Resource Management Agency. There is currently one (1) Regular vacancy within the Operations Division.

Candidates successfully completing the examination process may be placed on an eligible list for up to a period of one (1) year.

**BACKGROUND INVESTIGATION:** A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record is required for this position.

For further information about this recruitment, please contact Daisy Silva at [daisy.silva@ventura.org](mailto:daisy.silva@ventura.org) or telephone at (805) 654-2479.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

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#### **Agency**

Ventura County

#### **Address**

800 S. Victoria Avenue  
LOC. #1970  
Ventura, California, 93009

## **SUPERVISING ENVIRONMENTAL HEALTH SPECIALIST- HAZMAT Program Supplemental Questionnaire**

### **\*QUESTION 1**

**Do you possess, or can you obtain prior to appointment, and maintain a valid California driver license?**

☐ Yes

☐ No

### **\*QUESTION 2**

**Are you currently a registered Environmental Health Specialist by the State of California and can show proof?**

☐ Yes

☐ No

### **\*QUESTION 3**

**Please describe your experience planning, organizing, instructing and overseeing the work of staff. In your response include the following: A. name of employer you gained this experience, B. job duties you performed, and C. number of staff members you were responsible for overseeing Employer(s) where you obtained the experience must be included in the previous work experience section to be considered qualifying. If you do not have this type of experience, state, "No Experience."**

### **\*QUESTION 4**

**Please describe in detail your experience and level of responsibility overseeing Environmental Health related programs or projects. In your response include the following: A. name of employer(s) you gained this experience, B. job duties you performed, Employer(s) where you obtained the experience must be included in the previous work experience section to be considered qualifying. If you do not have this type of experience, state, "No Experience."**

### **\*QUESTION 5**

**Please describe your experience creating, reviewing, analyzing, and/or interpreting technical reports including research and statistical methods used. In your response include the following: A. name of the employer(s) where you obtained this experience, B. description of your experience/job duties. Employer(s) where you obtained the experience must be included in the previous work experience section to be considered qualifying. If you do not have this type of experience, state, 'No Experience'.**

### **\*QUESTION 6**

**Please describe an example of your experience reviewing, analyzing and interpreting newly proposed legislation or regulations for an Environmental Health related program. In your response include the following: A. the name of the employer(s) where you obtained this experience, B. job duties you performed, and, C. a description of the comments you provided as part of your analysis. Employer(s) where you obtained the experience must be included in the previous work experience section to be considered qualifying. If you do not have this type of experience, state, 'No Experience'.**