



City of Long Beach Employment Opportunity

ENVIRONMENTAL HEALTH SPECIALIST (NON-CAREER)

Job Number: HE18-006

SALARY: \$31.64 - \$36.77 Hourly

OPENING DATE: 07/18/19

CLOSING DATE: 08/05/19 04:30 PM

DESCRIPTION:

The City of Long Beach, Department of Health and Human Services is recruiting for two Environmental Health Specialist (Non-Career) positions in the Environmental Health Bureau. Reporting to an Environmental Health Specialist IV, these positions will perform environmental health inspections for the Consumer Protection Program. Non-Career employees are allowed a maximum of 1,600 work hours available over a 12-month period, and are considered temporary, at-will employees who are not typically eligible for benefits. However, Non-Career employees may qualify for health coverage and sick leave accruals subject to applicable federal and state provisions. These positions will be located at the Main Health Department, 2525 Grand Avenue, Long Beach, CA 90815.

EXAMPLES OF DUTIES:

- Performs environmental health inspections within one of the Consumer Protection Program Districts;
- Inspects establishments and special events engaged in the manufacturing, processing, handling, or dispensing of food;
- Investigates citizen complaints regarding community sanitation and food-borne illnesses;
- Collects samples of food, water, beverages, and other materials for laboratory analysis;
- Performs pool/spa safety inspections;
- Performs tobacco retail safety and enforcement inspections and sweeps;
- Performs Cottage Food licensing/inspections;
- Performs and/or assists in regular and special inspections of establishments, institutions, dwellings, and facilities subject to the California Retail Food Code (CalCode);
- Inspects dwellings, institutions, and other establishments subject to public health licensing;
- Performs plan checks and inspections of cannabis-related businesses;
- Issues and posts notices of violation;
- Inspects food facilities for proper disposal of fats, oils, and greases;
- Prepares reports detailing noted deficiencies and enforcement actions taken;
- Inspects food street vendors and mobile food operations;
- Performs educational outreach to commercial food workers and members of the public on food protection and safe food handling; and,
- Performs other related duties as required.

REQUIREMENTS TO FILE:

- Bachelor's Degree in Public Health, Environmental Health, Environmental Science, or a closely related field. Copy of diploma or transcripts denoting degree conferment required.
- Valid motor vehicle operator license. (Required to obtain a California motor vehicle operator license within 6 months of employment if license is out of state. A DMV driver history report printout required during onboarding).

AND ANY OF THE FOLLOWING

1. California State Department of Public Health Notice verifying review of college transcripts required for eligibility to participate in the Environmental Health Specialist examination

(Copy of Notice Required).

2. Letter of Registration to take the next California Examination for Environmental Health Specialist Certification (Copy of Letter of Registration Required).
3. Valid State of California Environmental Health Specialist Certificate (Proof of Certification Required).

DESIRABLE QUALIFICATIONS:

- Valid State of California Environmental Health Specialist Certificate. (Proof of Certification required).
- Professional experience conducting environmental health inspections and/or working for an environmental health agency.
- Bilingual skills (Spanish).

SUCCESSFUL CANDIDATE WILL DEMONSTRATE:

- Ability to work independently, be flexible, and manage multiple assignments in a fast-paced environment.
- Ability to work effectively with a wide variety of people and populations by consistently exercising tact, good judgment, and a proactive, problem-solving style.
- Excellent customer service skills.
- Ability to deescalate and resolve conflict effectively.
- Effective interpersonal, written, and verbal communication skills.
- Proficiency in the use of computers including email, internet, and office productivity software (e.g. Microsoft Word and Excel).

SELECTION PROCEDURE:

This recruitment will close at 4:30 p.m. (Pacific Time) on **Monday, August 5, 2019**. To be considered, please apply online under "Current Openings" with your Cover Letter, Resume, Proof of Education, and Copy of California State Department of Public Health Notice Verifying Review of Transcripts, or Copy of Letter of Registration for Environmental Health Specialist Examination, or Proof of Valid State of California Environmental Health Specialist Certification as PDF attachments at: **www.longbeach.gov/jobs**

Applications will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. The selected candidate will be required to go through a background check, including a review of driver history, and a physical examination prior to appointment. Applicants who do not meet the minimum requirements, including submission of all required attachments, will not be considered.

EQUAL OPPORTUNITY:

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce. The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4102.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for positions interacting with the public.

This information is available in an alternative format by request at the agency contact on the bulletin. If a special accommodation is desired, please contact the agency two (2) business days prior to the test, if applicable.

An Equal Employment Opportunity

2525 Grand Avenue
Long Beach, CA 90815
(562) 570-4102

civilservice@longbeach.gov

ENVIRONMENTAL HEALTH SPECIALIST (NON-CAREER) Supplemental Questionnaire

- * 1. INSTRUCTIONS: The purpose of these supplemental questions is to derive more specific information about the qualifications of applicants for this position. Applicants must clearly demonstrate their qualifying experience. These questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process. I understand that these questions will serve as the basis for determining qualifying candidates and their advancement in the recruitment process.
 - Yes
 - No
- * 2. I understand that non-career positions are allowed a maximum of 1,600 work hours available over a 12-month period, and are considered temporary, at-will employees who are not typically eligible for benefits. I also understand that non-career positions may qualify for health coverage and sick leave accruals subject to applicable federal and state provisions.
 - Yes
 - No
- * 3. Please select the highest level of education you have completed:
 - Master's Degree, Professional Degree, or higher
 - Bachelor's Degree
 - Associate's Degree or equivalent certification
 - High School Diploma, GED, or equivalent certification
 - I do not have a High School Diploma, GED, or equivalent certification.
- * 4. I understand that I must submit proof of education if I have listed an academic degree on my application. I will attach a copy of my diploma, certification, or transcripts denoting degree conferment in PDF format to my application at the time of filing.
 - Yes
 - No
- * 5. Do you have a valid motor vehicle operator license?
 - Yes
 - No
- * 6. I understand that the candidate selected for this position will be required to provide the Department with a physical copy of their DMV driver history printout during the onboarding process.
 - Yes
 - No
- * 7. Do you have a California State Department of Public Health Notice verifying review of college transcripts required for eligibility to participate in the Environmental Health Specialist examination?
 - Yes
 - No
- * 8. I understand that if I indicated that I have a California State Department of Public Health Notice verifying review of college transcripts required for eligibility to participate in the Environmental Health Specialist examination, that I am required to submit proof in PDF format as an attachment to my application at the time of submission.

Yes

No

- * 9. Do you have a Letter of Registration to take the next California Examination for Environmental Health Specialist Certification?

Yes

No

- * 10. I understand that if I indicated that I have a Letter of Registration to take the next California Examination for Environmental Health Specialist Certification, that I am required to submit proof in PDF format as an attachment to my application at the time of submission.

Yes

No

- * 11. Do you have a valid State of California Environmental Health Specialist Certificate?

Yes

No

- * 12. I understand that if I indicated that I have a valid State of California Environmental Health Specialist Certificate, that I am required to submit proof in PDF format as an attachment to my application at the time of submission.

Yes

No

- * 13. Please select the total amount of professional experience you have conducting environmental health inspections and/or working for an environmental health agency:

5 or more years of experience

4 years of experience

3 years of experience

2 years of experience

1 year of experience

Less than 1 year of experience

- * 14. Please provide a summary of your professional experience conducting environmental health inspections and/or working for an environmental health agency:

- * 15. Please select the language(s) you are proficient in:

English

Khmer

Spanish

Tagalog

Other

16. If you selected "Other" for languages you are proficient in, please indicate those languages here:

- * 17. I understand that all required documents must be submitted as PDF attachments to my online application at the time of filing. I also understand that failure to submit all required documents will result in the application being considered incomplete. Required documents for this position include: 1. Cover Letter 2. Resume 3. Proof of Education. AND 4. Copy of California State Department of Public Health Notice Verifying Review of Transcripts; OR, 5. Copy of Letter of Registration for Environmental Health Specialist Examination; OR, 6. Proof of Valid State of California Environmental Health Specialist Certification I understand the instructions and will submit the required documents as PDF attachments to my application at the time of filing.

Yes

No

* 18. I hereby certify that all information provided in my online application, including the Supplemental Questionnaire, is true and complete to the best of my knowledge. I acknowledge that the department may contact my current and past employers or educators to verify the information that I have provided in my application. I understand that any falsification or omission of material facts disqualifies me from further consideration for this recruitment. To certify the above statement, please type your full name below.

* Required Question