



A Tradition of Stewardship
A Commitment to Service

COUNTY OF NAPA
Human Resources
1195 Third Street, Suite 110
Napa, CA 94559
707-253-4303

<http://www.napacountycareers.com>

INVITES APPLICATIONS FOR THE POSITION OF:

Environmental Health Specialist I/II

An Equal Opportunity Employer

SALARY

\$31.28 - \$44.24 Hourly \$2,502.40 - \$3,539.20 Biweekly \$5,421.87 - \$7,668.27
Monthly \$65,062.40 - \$92,019.20 Annually

OPENING DATE: 06/21/19

CLOSING DATE: 07/19/19

JOB TYPE: Full Time

Job Category: Environmental Services

DEPARTMENT: Planning, Building & Environmental Services

LOCATION: County Administration - 1195 Third Street, Napa

THE NAPA VALLEY

PLEASE READ THIS BULLETIN IN ITS ENTIRETY

The **Napa Valley**, internationally known for its fine wines, exciting restaurants and world-class resorts, is home to 140,000 residents who share a strong sense of community and a legacy of preserving and protecting our rich agricultural heritage.

Located in the heart of California's preeminent wine region, the Napa Valley is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and ocean, the Valley offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

The Napa Valley's strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life provide the ideal mix of small town living and big city amenities.

COUNTY OF NAPA AS AN EMPLOYER

The County of Napa is a highly respected employer within the local community as well as throughout the region. We offer rewarding and challenging work, flexible hours, competitive salaries, a comprehensive benefits package and tremendous opportunities for career growth. At the County of Napa we truly value our employees and are committed to diversity in our family-oriented environment. This is why we are the Employer of Choice for more than 1,400 employees.

As an organization, the County is dedicated to improving the lives of our citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

THE POSITION

Salary:

Environmental Health Specialist I

\$31.28 - \$37.40 Hourly
\$2,502.40 - \$2,992.00 Biweekly
\$5,421.87 - \$6,482.67 Monthly
\$65,062.40 - \$77,792.00 Annually

Environmental Health Specialist II

\$36.94 - \$44.24 Hourly
\$2,955.20 - \$3,539.20 Biweekly
\$6,402.93 - \$7,668.27 Monthly
\$76,835.20 - \$92,019.20 Annually

This recruitment is being conducted to establish an eligibility list for current and future full-time, part-time, limited term and extra help vacancies that may occur over the next 12 months. **The current vacancy is for 2 (two) Full-Time positions on the Consumer Protection Team.** The Consumer Protection Team is responsible for the regulation of retail food facilities, public bathing places (pools and spas), public water systems, mobile home parks, and farm labor housing.

The department can choose to fill these vacancies at the I or II level, depending on the applicant pool. Among the listed knowledge, skills and abilities, the ideal candidates should also demonstrate the ability to:

- Communicate effectively and professionally both orally and in writing.
- Educate operators and members of the public on the environmental health reasons behind laws and regulations and provide assistance, as appropriate, to bring about compliance.
- Collaborate and work well with others, including representatives from private industry, the public and coworkers.

Environmental Health Specialist I

This is the entry-level class in the Environmental Health Specialist series. Incumbents receive training through a division wide training and education program to qualify them to test for the Environmental Health Specialist examination. Incumbents perform tasks under the continuing

supervision of a Registered Environmental Health Specialist. An incumbent may be promoted to a II level without a formal recruitment process upon registration as an Environmental Health Specialist, and at the point in time when the incumbent has demonstrated the knowledge, skills and abilities to perform at the II level, and the workload justifies it.

Environmental Health Specialist II

This is the journeyman level class in the Environmental Health Specialist series. The position in this class works independently performing a full range of environmental health and/or hazardous materials inspection and investigation duties. Incumbents are required to be registered as an Environmental Health Specialist with the State of California.

The Recruitment Process:

1. Applications are due by 5:00 P.M. on Friday, July 19, 2019.
2. Applications will be screened for minimum qualifications the week of July 22, 2019.
3. Candidates who meet the minimum qualifications will have their supplemental responses scored by subject matter experts the week of July 29, 2019. The most qualified applicants from the scoring of the supplemental questions will be invited for an Oral Panel Interview.
4. Oral Panel Interviews are tentatively scheduled to take place the week of August 12, 2019. Only the most qualified candidates from the interview process will be placed on the eligibility list and may be considered to fill positions for up to one year.

The Human Resources Department reserves the right to change the recruitment process at any time.

EXAMPLE OF DUTIES The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Environmental Health Specialist I

Learn environmental health programs, laws, regulations, functions, procedures, policies, standards and enforcement techniques specific to the assigned team; completion of the Environmental Health Specialist training program; prepare correspondence; write reports and findings of investigations; answer questions and provide the public with information concerning environmental health regulations; investigate complaints; make recommendations, and give instructions for correction of deficiencies and violations; conduct compliance inspections; give instructions for correction of deficiencies and violations; obtain compliance with laws, regulations and ordinances governing regulated programs; issue demand service and annual operating permits; perform data entry; perform related duties as assigned.

Team specific duties include:

Consumer Protection:

The Environmental Health Specialist I is a training position where the incumbent will protect the environment and public by learning to apply local, state and federal laws to retail food facilities, recreational health facilities, public water systems and storm water management at food facilities. The Specialist will perform inspections, conduct complaint investigations, review plans, prepare reports review data, process permits and educate and advise the public. The position may include program development, coordinating work efforts with other Divisions or

outside agencies and assisting the senior and supervisor, as needed.

Environmental Health Specialist II

Duties may include, but are not limited to, the following: Coordinate activities with other agencies and groups; inform interested parties of recent developments in the programs; prepare correspondence; write reports and findings of investigations; answer questions and provide the public with information concerning environmental health regulations; address community groups on the work of the Division; prepare reports and legal complaints; appear in court as a witness in matters relating to actions taken by the department; conduct joint inspections with other agencies, or divisions such as Fire, Building, and Code Enforcement, as required; investigate complaints; make recommendations, and give instructions for correction of deficiencies and violations; conduct compliance inspections; give instructions for correction of deficiencies and violations; obtain compliance with laws, regulations and ordinances governing regulated programs; issue demand service and annual operating permits; perform data entry; perform related duties as assigned.

Team specific duties:

Consumer Protection:

In addition to the duties assigned to the Environmental Health Specialist I, the level II specialist will assume specialized tasks and increased responsibilities within the food, drinking water and recreational health programs. The Environmental Health Specialist II will be assigned more complex inspections and investigations for compliance with sanitation and public health laws, assist in the implementation of County-wide environmental health programs, and make recommendations in the enforcement of the laws and regulations pertaining to environmental health and safety.

TYPICAL QUALIFICATIONS

Environmental Health Specialist I

KNOWLEDGE OF:

Principles and practices of environmental health and safety.

Methods and procedures used in the inspections, investigation and correction of unsanitary and hazardous conditions.

Proper and effective enforcement techniques and the appropriate response to various violations. Federal, State and local laws governing environmental health and safety.

Standard computer programs, databases and electronic document storage programs.

Team specific knowledge:

Consumer Protection:

Federal, state and local laws and regulations governing retail food facilities, public water systems and public swimming pools and spas. Basic understanding of the operation of public water systems. Causes and prevention of food and waterborne illnesses.

SKILL TO:

Understand, interpret and apply laws and regulations. Gather and analyze data, and draw sound conclusions.

Prepare clear, comprehensive and concise correspondence and reports
Conduct inspections and investigations using the proper tools and personal protective equipment.

Identify potential problems or violations and take corrective action to eliminate them.
Operate testing, sampling, and monitoring equipment.

Review plans and architectural drawings.

ABILITY TO:

Collect samples correctly and interpret laboratory analysis.

Handle difficult public contact situations and negotiate compliance points.

Follow oral and written instructions.

Function as a working member of a group or team, as well as individually.

Communicate effectively both verbally and in writing.

Prioritize and coordinate assignments, duties and projects; solve problems independently.

Stand or walk for extended periods of time, stoop, crouch, crawl and lift and/or move materials of moderate weight (20-40 lbs.).

Plan and carry out fieldwork without direct supervision.

Use a tablet computer to conduct inspections.

Experience and Education

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

Experience:

No related experience is required.

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in the biological or physical sciences.

Possession of a current evaluation letter from the California, Department of Public Health stating applicant is certifiable as an Environmental Health Specialist Trainee under the provisions of Section 106660 of the California Health and Safety Code.

License or Certificate:

Possession of a valid Class C California Driver's License.

Environmental Health Specialist II

KNOWLEDGE OF:

Principles and practices of environmental health and safety.

Methods and procedures used in the inspection, investigation and correction of unsanitary and hazardous conditions.

Proper and effective enforcement techniques and the appropriate response to various violations.

Federal, State and local laws and regulations governing environmental health and safety.

Standard computer programs, databases and electronic document storage programs.

Team specific knowledge:

Consumer Protection:

Federal, state and local laws and regulations governing retail food facilities, public water systems, the construction and operation of public swimming pools and spas, the causes and prevention of food and waterborne illnesses.

SKILL TO:

Understand, interpret and apply laws and regulations.

Gather and analyze data, and draw sound conclusions.

Conduct inspections and investigations using the proper tools and personal protective equipment.

Identify potential problems or violations and take corrective action to eliminate them.

Operate testing, sampling, and monitoring equipment.

Review plans and architectural drawings.

Prepare clear, comprehensive, and concise correspondence and reports.

ABILITY TO:

Collect samples correctly and interpret laboratory analysis.

Handle difficult public contact situations and negotiate compliance points.

Communicate effectively both verbally and in writing.

Follow oral and written instructions.

Function as a working member of a group or team, as well as individually.

Work cooperatively with the public, other departments and outside agencies.

Prioritize and coordinate assignments, duties and projects; solve problems independently.

Stand or walk for extended periods of time, stoop, crouch, crawl and lift and/or move materials of moderate weight (20-40 lbs.).

Plan and carry out fieldwork without direct supervision.

Use a tablet computer to conduct inspections.

Experience and Education

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

Experience:

One year of responsible experience in the field of environmental health and safety regulation and enforcement.

Education:

Equivalent to graduation from an accredited college or university with Bachelor's degree in the biological or physical sciences.

License or Certificate:

Possession of a valid certificate as a Registered Environmental Health Specialist issued by the California Department of Public Health.

Possession of a valid Class C California Driver's License.

ADA Accommodation

Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities (ADA) Act should contact County of Napa Human Resources at (707) 253-4303.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.napacountycareers.com>

OR

1195 Third Street, Suite 110,
Napa, CA 94559

EXAM #00142
ENVIRONMENTAL HEALTH SPECIALIST I/II
NE

Environmental Health Specialist I/II Supplemental Questionnaire

- * 1. Instructions for Supplemental Application Questions. The following questions comprise one of the steps in the selection process for this position and are intended to assist you in presenting your qualifications. Only the information you provide in your answers to these questions will be evaluated and scored to determine the best qualified candidates to continue in the selection process for this position. Please be complete and specific in answering the questions as your score will be based on this information. Applications submitted without responses to the supplemental questions will not be evaluated. **Although your experience and education should relate back to your application, your application and or resume will not be reviewed when scoring the supplemental questions.** Therefore, please be as detailed as possible in your responses to the supplemental questions. I have read and understand the instructions presented above.
- Yes No
- * 2. Which position are you applying for (please select only one):
- Environmental Health Specialist I
 Environmental Health Specialist II
- * 3. Do you have at least the equivalent to a Bachelor's degree from an accredited college or university in the biological or physical sciences?
- Yes No
- * 4. Please list your degree type and area of study. If you do not have a degree, type N/A.
5. If you are applying for **Environmental Health Specialist I**: Please describe why you are interested in environmental health and what you think the day-to-day duties include as an Environmental Health Specialist.
6. If you are applying for **Environmental Health Specialist I**: Do you have a current evaluation letter from the California Department of Public Health stating you are certifiable as an Environmental Health Specialist Trainee under the provisions of Section 106660 of the California Health and Safety Code?
- Yes No
7. If you are applying for **Environmental Health Specialist II**: Do you have the required valid certificate as a Registered Environmental Health Specialist issued by the California Department of Public Health?
- Yes No
8. If you are applying for **Environmental Health Specialist II**: Please indicate your level of experience in the field of environmental health and safety regulation and enforcement:
- Less than one year of full-time experience
 At least one year of full-time experience, but less than two years
 At least two years of full-time experience, but less than three years
 Three years or more of full-time experience

- * 9. Please describe your experience working in environmental health programs. If you have worked in Consumer Protection (retail food, small water systems, recreational health, mobile home parks/housing), please specify and include your familiarity with codes and regulations related to these programs. If you do not have any professional experience, describe other related experience, projects or coursework related to environmental health.
- * 10. This position requires that you work closely with contractors, designers and engineers both in the office and in the field. Do you possess any experience working with professions such as these? If so, please tell us about it. If not, please type N/A.
- * 11. Customer service is an important part of the job, both in the office and in the field. Describe your experience in customer service and what you consider good customer service.
- * 12. Describe your knowledge and experience using technology, such as tablet computers, hand held GPS units, web-based programs and databases, etc. in the classroom, office and field. If you do not have any experience in this area, type N/A.
- * Required Question