



**Los Angeles County
Department of Human Resources**

***Class Specification:* ENVIRONMENTAL HEALTH STAFF SPECIALIST**

ITEM NUMBER: 5675

APPROVAL DATE: 10/06/2003

DEFINITION:

Provides technical staff assistance to environmental health managers, develops County-wide environmental health policies, programs, and standards, monitors County-wide programs, and promotes uniformity of program administration.

CLASSIFICATION STANDARDS:

Positions allocable to this class work under the direction of a Bureau Director or an Environmental Health Services Manager to provide technical and administrative staff services in the implementation and administration of County-wide environmental health programs. These positions investigate special problems and prepare new policies and standards for management's review, or assist in the coordination and implementation of programs in all the environmental health districts. In addition, incumbents provide consultation on the interpretation and application of program standards to Chief Environmental Health Specialists and regional managers and monitor several ongoing County-wide programs. Incumbents perform or coordinate studies of environmental policy or administration problems and develop and recommend policy statements and legislative impact statements; prepare and coordinate the adoption of ordinance and programs; and serve as technical consultant for one or more programs. Incumbents also investigate and prepare replies to complaints or inquiries received by departmental executives, County officials, or the Board of Supervisors for the signature of the Director of Health Services and other department executives; develop programs and budget request statements and justifications; and represent environmental health management while interacting with other County departments, other governmental agencies, and industry representatives.

EXAMPLES OF DUTIES:

Promotes uniformity throughout all districts in ongoing interpretation and application of major environmental health programs through the preparation of detailed policy and procedural guidelines, providing advice and consultation to regional managers and district chiefs on policies and standards, or by reviewing and analyzing activity reports, and recommending corrective action in problem situations.

Prepares justifications for the bureau's budget request, screens and investigates need for requests for the several districts or regions, and compiles the bureau's overall request.

Reviews the investigation process and analyzes complaints regarding environmental health received by departmental executives, County officials, or the Board of Supervisors and prepares letters or reports for signature by the Director of the Department of Health Services and other departmental executives.

Assists in the administration of a major County-wide environmental health program, disseminates legal updates to districts and regions, and prepares proposals for new or revised legislation, policies, standards, and procedures.

Prepares detailed policy and procedural guidelines, inspects prototype installations or operations in the field, and provides advice and consultation to regional and district Chief Environmental Health Specialists on the interpretation and application of policies and on methods of application.

Provides consultation to industry representatives and operators on how to meet program standards and requirements and speaks to industry groups regarding the environmental health program.

May supervise a small environmental health staff.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

One year's experience as an Environmental Health Specialist III in the service of the County of Los Angeles.

LICENSE:

Certificate as a Registered Environmental Health Specialist issued by the California State Department of Health Services.

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.