

# Environmental Health Specialist I/II/III

Open Until Filled, First Review: April 28, 2017 by 5:00 p.m.

It is to your advantage to apply as soon as the recruitment may close at any time

COUNTY OF COLUSA

Open to the Public

## APPLICATION PROCESS

Applications may be obtained from  
and returned to:

Human Resources Department  
250 5th Street  
Colusa, CA 95932  
Phone: 530-458-0420

Scanned completed application  
packets may be emailed to  
[ccpersonnel@countyofcolusa.org](mailto:ccpersonnel@countyofcolusa.org)

Download application:  
[www.countyofcolusa.org](http://www.countyofcolusa.org)

## REQUIRED APPLICATION MATERIALS

A complete application packet will  
include:

- A signed completed standard Colusa County Application REV.032117
- Cover Letter
- Copy of any applicable certificates

Submitting an incomplete packet may result in the disqualification of your application

The applications will be used to select the best-qualified applicants to participate in the selection process. A written examination may be administered to those candidates meeting the minimum qualifications. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The top applicants will be ranked on a hiring list. The Director of Planning & Building will make the final selection and appointment.



## ABOUT THE POSITION

Levels I-II: Performs a variety of professional level environmental health duties in the investigation and evaluation of environmental health-related safety hazards and issues; responds to community complaints regarding environmental health concerns, and enforces applicable mandates and regulations to preserve a healthy environment. Level III: Under general supervision, assists the business community and assures the health of the public by regulating designated activities and performing Environmental Health inspections; manages the Solid Waste Program; assures effective enforcement of Federal, State, and local laws, regulations and legal codes. There is one position available with the Department of Planning & Building – Environmental Health Division, and it may be filled at any level depending on the qualifications of the successful applicant.

## SALARY

Level I: \$3,546.00 - \$4,542.00 per month plus benefits

Level II: \$3,915.00 - \$5,016.00 per month plus benefits

Level III: \$4,542.00 - \$5,819.00 per month plus benefits

Salary ranges have six steps with approximately 5% between each step; new employees normally start at step one and after satisfactory performance during a 12 month probationary period, advance to the second step. Thereafter, annual step increases are based upon satisfactory performance.

## MINIMUM REQUIREMENTS

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in biology, chemistry, or a related field. The successful applicant will be required to provide copy of unofficial transcripts verifying education.
- Possession of a valid California driver's license.

In addition to the above:

### Environmental Health Specialist I

- Possession of a Letter of Eligibility from the California Department of Public Health certifying the individual as a trainee per Section 106615 (d) of the California Health & Safety Code.
- Possession or ability to obtain a valid California Registered Environmental Health Specialist Certificate at the completion of the one-year probationary period of a EHS I (Trainee) as a requirement for promotion to a Environmental Health Specialist II. Failure to possess a valid California Registered Environmental Health Specialist Certificate within three years of appointment will be cause for termination.

### Environmental Health Specialist II

- Equivalent to satisfactory completion of one year as an Environmental Health Specialist I (Trainee) in a California county environmental health program.
- Possession of a valid California Registered Environmental Health Specialist Certificate.

### Environmental Health Specialist III

- Four years increasingly responsible experience in the environmental health field.

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

**RESPONSIBILITIES AND DUTIES.** *Important responsibilities and duties may include, but are not limited to, the following:*

**Level I and II:**

Conduct field inspections of domestic on-site sewage disposal installations, small water systems, public swimming pools, and County institutions. Conduct field investigations of retail food establishments; review and evaluate building and food storage plans.

Review building plans, land development proposals and building permits; evaluate plans, proposals, and permits as to their effect on existing or proposed sewage systems. Investigate a variety of complaints involving houses not meeting the CCR, Title 24, California Building Standards Code (Uniform Housing Code), garbage, sewage, and related health hazards, illegal toxic waste dumping, and food poisoning complaints.

Investigate vector control complaints involving a variety of diseases and illnesses; recommend salutations for vector control problems. Prepare reports of investigations and inspections; write notices and violations as required; participate in departmental study projects.

Inspect, plan check and review various programs. Write permits and specifications for various programs.

Perform related duties and responsibilities as required.

**Level III:**

Provides technical program information and policy interpretations for public businesses, professional representatives and other agency staff. Represents the department on program matters at meetings, commissions, committees, boards and public hearings.

Conducts inspections, investigations, surveys and special studies to determine compliance with state and local health codes and regulations. Participates in the development of policies, procedures, regulations and ordinances related to an area of specialization.

Determines problem area, collects and analyzes data and recommends systemic solutions. Prepares written reports, memoranda and correspondence. As directed, drafts and finalizes specialty program manuals.

Perform related duties and responsibilities as required.

**BENEFITS**

CalPERS retirement plan, deferred compensation plans available with monthly matching employer contributions; paid holiday, vacation and sick leave; paid health insurance, life insurance, and vision insurance for employee; partially paid dental insurance for employee. This position is part of the Colusa County Employees Association (CCEA), Professional Unit.

**THIS POSITION IS OPEN UNTIL FILLED, FIRST REVIEW IS APRIL 28, 2017 BY 5:00 P.M.** It is to your advantage to submit an application as soon as possible as the recruitment may close at any time. Resumes are encouraged, but may not be substituted for any part of the official application. Application form must be filled out completely and show clearly that all minimum requirements are met. Faxed applications will not be accepted.

**Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.**

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