**Class Summary**

The responsibilities of this classification include establishing and advancing the goals and objectives of a work team within an environmental health program, creating alignment with the vision and mission of the organization, and ensuring work is effectively accomplished. This involves performing as a technical expert, plan reviewer, and/or team lead with extensive knowledge in health and/or environmental regulatory compliance, investigation, and technical oversight. This may include resolving politically sensitive and/or controversial situations that require tact, diplomacy, cultural competency, and sensitivity when communicating in person or in writing. Work produced impacts major components of public health or environmental programs.

**Distinguishing Characteristics**

This is the third level in a four-level classification series. This classification is distinguished from Health and Environmental Investigator (HEI) IV in that incumbents work under the direction of a supervisor or manager to develop and make long-term policy decisions necessary to implement the goals and objectives of a major program or activity. Incumbents serve as technical experts in a major area of environmental health and may lead or direct the work of a project or program team.

**Examples of Duties**

1. Develop and edit written information regarding technical, regulatory, legal, and political issues.
2. Provide technical oversight and/or lead other staff, providing input to supervisors and/or project/program managers on team staff performance appraisals as assigned.
3. Determine the training needs of staff; lead in the development and implementation of training, coaching, mentoring, conflict resolution, and support of staff.
4. Conduct plan review, environmental sampling, and field inspections in environmental health programs including but not limited to of food service establishments, solid waste facilities, water systems, on-site sewage systems, and hazardous waste generators.
5. Lead investigations and evaluate complex environmental public health risks and exposure incidents; prepare incident reports for regulatory agencies, stakeholders, media, facilities, and the public.
6. Develop and present environmental health program rules, regulations and policies for elected agencies; represent the Department in legal proceedings, at public meetings, and in administrative hearings.
7. Charter and oversee multiple cross-divisional and/or cross-agency teams; establish mission, vision, and values of multiple work teams; and ensure team assignments are accomplished.
8. Stays current on federal, state, and local health and environmental codes, regulations, and best practices related to the assigned position and program.
9. Develop, manage, and monitor budgets, scope, and schedule for assigned projects; plan and coordinate multiple work plan objectives.
10. Manage contracts and grants with multiple agencies or contractors.
11. Prepare and present written and verbal reports, public health advisory information, and communications materials for education and dissemination to the public
12. Assist with program planning, evaluation, and implementation of adaptive management to advance the program in meeting emerging public health needs.
13. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of principles and practices in environmental public health

Knowledge of federal, state, and environmental regulations and contract laws

Skill analyzing, compiling, recording, and assessing data necessary for legal proceedings, research projects, and reports, and providing technical oversight

Skill in planning, organizing, and leading work to meet established objectives

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Skill in project management including budget, schedule, and scope management

Skill in interest-based negotiation and conflict resolution

Demonstrated proficiency with business applications, such as Microsoft Office suite

Skill in anticipating and identifying political and cultural issues that may impact team or program performance

Skill in identifying and securing resources to achieve team and program objectives

Skill in understanding information from multiple sources and assessing organizational and political impacts

Skill in balancing competing needs for available resources

Ability to apply equity and social justice principles in the workplace and program service delivery

Ability to apply strong written and verbal communication skills with a variety of audiences

Ability to work independently and as a team member

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Registered Sanitarian or Registered Environmental Health Specialist within twelve months of hire when assigned to the Department of Public Health

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service |
| **EEO Code** |  |
| **Levels within same series** | Health and Environmental Investigator I  Health and Environmental Investigator II  Health and Environmental Investigator III  Health and Environmental Investigator IV |
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| **Class History** | 12/1997 – Created  12/2006 – Code Update  01/2008 – Font and Format Update  08/2018 – Content Update  02/2023 – Minor Update |