**Class Summary**

The responsibilities of this classification are to ensure effective management of an environmental health program. This may involve program planning and development, budgeting and fiscal monitoring, workforce and team development, staff supervision, performance management, and program evaluation. The work produced impacts a broad range of division, department, or agency-wide activities or operations.

**Distinguishing Characteristics**

This is the fourth level in a four-level classification series. This classification is distinguished from Health and Environmental Investigator (HEI) III in that incumbents work under the general direction of division leadership to ensure the effective management of an assigned program area and may supervise technical experts in multiple professional and administrative disciplines.

**Examples of Duties**

1. Ensure adequate resources are available to accomplish environmental health work objectives.
2. Develop and evaluate short and long-range program plans, goals, and objectives. Lead implementation of programmatic changes. Ensure agency, division, and department strategic objectives are reflected in program plans and service delivery.
3. Develop and establish clear roles and responsibilities, work plan objectives, and performance evaluations for employees and work teams.
4. Lead program level budget development and fiscal management in coordination with section, division, and department finance staff; write and manage grants.
5. Manage and support organizational change initiatives.
6. Oversee recruitment and onboarding of new staff and participate in workforce development planning for program and section, as assigned.
7. Oversee development and delivery of reports, environmental and public health advisory information, and communications materials for education and dissemination to the public.
8. Oversee program planning, evaluation, and implementation of adaptive management to advance evolving public health needs.
9. Serve as a technical expert and advisor.
10. Oversee program appeals, waivers, or other variances.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of federal, Washington State, and local environmental regulations and contract laws

Knowledge of public administration principles and techniques

Knowledge of program and change management principles and practices

Skill in budget development and management

Knowledge of human resource management principles and practices

Knowledge of the political process

Knowledge of methods and theory in regulation development

Knowledge of field/office occupational and environmental hazards and worker safety procedures

Skill in developing teams and staff using strong personal leadership skills

Skill in developing and maintaining effective, collaborative, and positive staff environment

Demonstrated proficiency with business applications, such as Microsoft Office suite

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

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

Skill in balancing competing needs for available resources

Advanced skill communicating in writing and orally to a variety of audiences

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

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

Ability to resolves conflict as needed with cultural competence, diplomacy, and tact

Skill developing and managing strategic relationships with other agencies, community groups, and other program and division stakeholders

Skill in applying interest-based negotiation and conflict resolution methods

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 IHealth and Environmental Investigator IIHealth and Environmental Investigator IIIHealth and Environmental Investigator IV |
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| **Class History** | 12/1997 – Created12/2006 – Code Update01/2008 – Font and Format Update08/2018 – Content Update02/2023 – Minor Update |