

Career Service Authority

Environmental Health Analyst

Revised Date

Revised By

Janell Flaig

FLSA Code

Exempt

Est. Date

09/16/95

General Statement of Duties

Monitors applicable federal laws, state statutes, and city ordinances, including reports issued by advisory boards, committees, and commissions, relating to the programs and policies of the Environmental Protection Division.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Advises management of the possible impacts of new laws, decisions, regulations and rulings and of proposed legislation related to the department's functions.
 - *Knowledge of public health and environmental science sufficient to be able to perform a variety of duties related to the work assignment.*
 - *Knowledge of applicable laws, statutes, and city ordinances, including reports issued by boards, committees, and commissions sufficient to be able to analyze, interpret and advise management of possible impacts to the departments.*
 - *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
2. Coordinates discussion of environmental health program issues, and assists staff to reach consensus on the scope and extent of appropriate response to program changes.
 - *Skill in analyzing and resolving problems relative to the work assignment.*
 - *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*

- *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
3. Develops a written program of action recommending new procedures in response to program changes, and interprets and implements policies and procedures developed by management.
- *Skill in developing and implementing policies and procedures relative to the work assignment.*
 - *Skill in preparing professional written documentation utilizing proper grammar and clearly conveying concepts.*
 - *Skill in independently adapting, interpreting, and applying written guidelines, precedents, and standardized work practices to a variety of unprecedented and problematic situations.*
4. Performs liaison and informational functions for the department with regulated industries, advisory boards and committees, city departments, elected officials and the public.
- *Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, and/or garner support for various programs or policies.*
5. Performs special project administration and research, including preparation of grant applications, contract administration, budget preparation, and event coordination.
- *Knowledge of budgetary techniques sufficient to be able to assume budgetary responsibility as required.*
 - *Skill in preparing professional written documentation utilizing proper grammar and clearly conveying concepts.*
 - *Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.*
 - *Knowledge of research techniques sufficient to be able to determine what information is required, secure desired information, formulate logical recommendations, and input information into reports or databases.*
6. May assist in coordinating and checking the work of other employees on a job by job or rotating basis.

- *Knowledge of supervisory principles and practices sufficient to be able to provide scheduling, planning and problem resolution for subordinate employees.*

7. Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.

Job Requirements

Level of Supervision

Performs lead work on a job by job rotating basis.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy, and conformance to policy.

Interpersonal Communications

Contacts of a non prescribed nature involving the negotiation and resolution of non routine problems encountered and where exceptional degrees of discretion and judgment are required in carrying out the programs and policies of the organization.

Physical Demands

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Physical Strength	Lifting: Raising or lowering an object 10-25 pounds.
Vision Requirements	Far acuity: ability to see clearly at 20 feet or more. Near acuity: ability to see clearly at 20 inches or less. Accommodation: ability to adjust vision to bring objects into focus.
Mental Demands	Mathematical reasoning Memorization Oral Comprehension Written Comprehension
Working Conditions	Subject to long irregular hours Pressure due to multiple calls and inquiries
Minimum Education	Baccalaureate Degree in Public Administration, Public Health or a related area.
Minimum Experience	Two years experience interacting with the public and explaining various statutes, and rules and regulations.
Equivalency	Additional appropriate education may be substituted for one year of the minimum experience requirement.
Licensure and Certification	Possession of a valid Colorado Class "R" Driver's License at the time of application.