



Career Service Authority

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Environmental Public Health Program Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Supervises and directs Investigators and entry level Analysts performing inspection and investigation work to enforce compliance with federal law, state statutes, municipal ordinances, rules and regulations and established policies for health and safety.

DISTINGUISHING CHARACTERISTICS

The *Environmental/Public Health Programs Supervisor* class is assigned first level supervisory duties over professional compliance and technical staff. It is distinguished from the *Senior Environmental/Public Health Program Administrator* class, which are assigned full performance level investigative project work requiring the application of multidisciplinary research using scientific principles and large scale multi year program/project management duties. It is also distinguished from the *Environmental/Public Health Manager* position which supervises *Environmental Public Health Analyst II*, *Environmental Public Health Program Administrator*, *Senior Environmental/Public Health Program Administrator* and other related classes.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching functions and programs.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, independent judgment and decision making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in Various stages

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

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

Level of Supervision Exercised:

Supervises two or more professional level environmental/public health employees who do not supervise.

ESSENTIAL DUTIES

Supervises the work of investigators, entry level analysts and support staff involved in the inspection and regulation of a variety of public and private facilities.

Delegates responsibility and authority to subordinate staff.

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees. Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Initiates and recommends disciplinary action for employees as necessary.

Directs short and long-term planning for the work unit including developing and analyzing programs and projects.

May manage and direct medium to large scale, multi year projects or programs.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Provides technical assistance regarding the correction of violations of the Revised Municipal Code. Consults with community groups, citizens and various city and state agencies.

Reviews "problem inspections" of establishments and ensures compliance with municipal ordinances, laws, regulations and contracts.

Assists in the development of departmental budgets.

Prepares for litigation against code violators.

Interprets and evaluates code requirements to issue official notices to property owners.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges and Skills:

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Self-Direction - Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions including employee performance, employee development, grievances, discipline and training.

Knowledge of supervision sufficient to be able to direct project employees and provide evaluations of their work.

Knowledge of the principles and theories of the social, physical and biological sciences sufficient to be able to investigate, monitor and protect public health and the environment.

Knowledge of federal, state and local public health and environmental/public health laws and regulations sufficient to be able to apply them to protect public health and the environment.

Knowledge of analysis and research methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and input data into reports or databases.

Skill in conducting investigations to systematically identify and correct the causes of public health or environmental/public health problems.

Skill in interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic and unprecedented situations.

Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.

Physical Demands:

Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm or shoulder.
Handling: seizing, holding, grasping or otherwise working with hand(s).
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.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.

Working Environment:

Subject to many interruptions.

Education Requirement:

Baccalaureate Degree in Public Health, Environmental Health, Nursing, Early Child Development, Engineering or one more of the applied sciences as required by the specific opening.

Experience Requirement:

Three years of field experience of the type and at the level of *Environmental/ Public Health Investigator II* or *Environmental/Public Health Analyst I*;
OR
Three years of program administration experience which must have included grants, funding, outreach, marketing, reporting and facility licensing to ensure regulatory compliance.

Education/Experience Equivalency:

Additional appropriate education may be substituted for one year of the minimum required experience.

Licensure and/or Certification:

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/2003

REVISED DATE: 07/08/2007

REVISED BY: Bruce Backer

CLASS HISTORY This class expands and replaces the Environmental Programs Supervisor.