



Career Service Authority

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Environmental Public Health Analyst I

GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level professional Environmental/Public Health analytical work, conducting scientific research, operations analysis, and assisting on technical projects which requires integration of science with regulatory law, business, Information Technology, and engineering for purposes of Environmental/Public Health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal.

DISTINGUISHING CHARACTERISTICS

The *Environmental/Public Health-Analyst I* class is assigned entry-level professional analytical and applied research work requiring the application of multidisciplinary scientific principles. Positions in this class conduct analytical work independently; however, deliverables and reports are reviewed by subject matter experts. Positions in this class are distinguished from the *Environmental/Public Health Investigator class*, which performs professional Environmental/Public Health inspections and investigations work. This class is also distinguished from the *Environmental/Public Health Analyst II*, which is assigned full-performance level analytical work that requires the application of multi-disciplinary scientific principles.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions. Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy and require specific professional technical expertise. Employee primarily applies standardized practices. Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases and interpretation of regulations and policies. Problems what are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibility.

ESSENTIAL DUTIES

Learns to and assists in utilizing analytical, scientific and technical skills to analyze environmental or public health issues and data; learns to and assists in conducting environmental/public health research and related work where scientific and regulatory expertise is necessary; learns to and assists in critically reviewing work products, including technical plans, reports, scientific studies, and ensures conformance with policies and goals, laws and regulations.

Learns to and assists in implementing project or program approaches or changes by researching, reviewing, and evaluating technical information in areas where criteria and/or standards are unclear. Learns to and assists in developing, recommending, and implementing new procedures for the assigned technical area and determines, including conformance with policies, goals, laws and regulations for complex and multidisciplinary technical areas. Learns to and assists in determining environmental/public health significance of data collected and recommends or requires corrective action. Summarizes technical data, evaluation, and recommendations.

Learns to and assists in establishing sampling programs and specifying laboratory analysis for projects or programs. Learns to and assists in determining environmental/public health significance of collected data and requiring corrective action. Performs quality assurance/quality control. Creates, updates, and uses scientific databases.

Learns to and assists in recommending City's position on environmental/public health matters to City management, the public, affected industries, or other governmental agencies.

Learns to and assists in providing technical assistance, education and training on complex multidisciplinary technical and regulatory issues. Assists in developing technical information on complex and multidisciplinary technical and regulatory issues for educational use.

Performs other related duties as assigned or requested.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Arithmetic - Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Oral Communication - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops & maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds & situations; is sensitive to individual differences.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Self-Management - Sets well-defined and realistic personal goals; displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

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 project management sufficient to be able to assist with assigned projects, including schedules, construction sequence, project scope, budget and documentation.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot. May walk on uneven surfaces.

Sitting: remaining in the normal seated position.

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

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

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

Handling: seizing, holding, grasping or otherwise working with hand(s).

Fingering: picking, pinching or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

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:

Exposed to housekeeping/cleaning agents/chemicals.
Exposed to toxic chemicals.
Exposed to chemical and specimen odor.
Exposed to odors in kitchen and/or patient areas.
Pressure due to multiple calls and inquiries.
Subject to burns and cuts.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Hazards: conditions where there is danger to life, body and/or health.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
Extreme heat: temperatures hot enough to cause bodily discomfort.
Temperature changes: variation in temperature from hot to cold.
Wet: frequent contact with water or other liquid.
May be exposed to extremes of heat and cold in all weather conditions.

Education Requirement:

Bachelor's Degree in Public Health, Environmental Health, Engineering, Early Childhood Education, Nursing, natural/physical/life science as required by the specific job opening.

Experience Requirement:

None.

Education/Experience Equivalency:

A combination of the appropriate type and level of education and experience may be substituted for the minimum education and experience qualifications.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Non - Exempt

ESTABLISHED DATE: 09/16/2003

REVISED DATE: 11/28/2010

REVISED BY: Hameed Pousti

CLASS HISTORY 07/2007 - This classification replaced the Environmental Scientist I class.
11/2010 - The GSD and the Distinguishing Characteristics of the job spec was revised.