



## Career Service Authority

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# Environmental Public Health Analyst II

### GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance professional level Environmental/Public Health analytical work conducting research, and operational analyses in a multi-disciplinary setting that requires independent integration of principles of sciences with law, business, Information Technology, and engineering for Environmental/Public Health purposes of protection, planning, permitting, compliance, recovery, remediation, reclamation or removal.

### DISTINGUISHING CHARACTERISTICS

The *Environmental/Public Health-Analyst II* class is assigned full-performance professional analytical and applied research work. Positions in this class are distinguished from the *Environmental/Public Health-Analyst I* class, which performs entry-level Environmental/Public Health analytical work. This class is also distinguished from the *Environmental Public Health-Investigator* class, which performs Environmental/Public Health investigation and inspection work. Positions in this class are also distinguished from the *Environmental/Public Health-Program Administrator* class, which performs full-performance professional level work implementing, administering and developing programs/projects in a multi-disciplinary setting, requiring independent integration of the principles of sciences with law, business, Information Technology, and engineering for Environmental/Public Health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent. Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions, but requires simultaneous coordination of assigned functions or projects in various stages of completion. 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.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

***Interpersonal Communications and Purpose:***

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Utilizes analytical, scientific and technical skills to analyze environmental issues and data; conducts environmental/public health research and related work where scientific and regulatory expertise is necessary; critically reviews work product, including technical plans, reports, scientific studies, and ensures conformance with policies and goals, laws and regulations.

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

Establishes sampling programs and specifies laboratory analysis for projects and/or programs. Determines environmental/public health significance of data and recommends or requires corrective action. Plans for and performs quality assurance/quality control. By position, oversees creation and utilization of scientific databases.

Performs as an expert in a complex, multidisciplinary scientific and regulatory environmental/public health area.

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

Provides technical assistance, education and training on complex multidisciplinary technical and regulatory issues. May develop technical information on complex and multidisciplinary technical and regulatory issues for educational use.

By position, negotiates work to be performed, presents and defends work results and conclusions to oversight agencies, other agencies, environmental/public health professionals, the Colorado Department of Public Health and Environment and the public.

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:***

**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.

**Contracting/Procurement** - Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

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 project management sufficient to be able to coordinate assigned projects, establish schedules, identify the proper construction sequence, identify the scope of the project and manage project budget and documentation.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.  
Walking: moving about on foot.  
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:***

Bachelors Degree in Public Health, Environmental Health, Engineering, Early Childhood Education, Nursing, natural/physical/life science as required by the specific duties assigned to the position.

***Experience Requirement:***

Three years of professional experience of the type and at the level of Environmental/Public Health Analyst I, Environmental/Public Health Investigator I or Environmental/Public Health Investigator II working with complex environmental/public health issues from a regulatory and scientific basis.

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

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

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/2003

***REVISED DATE:*** 11/28/2010

***REVISED BY:*** Hameed Pousti

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