



Career Service Authority

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Environmental Public Health Investigator II

GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance professional level Environmental/Public Health inspections and investigations work to ensure compliance with all established law, regulations and standards.

DISTINGUISHING CHARACTERISTICS

The *Environmental/Public Health-Investigator II* class performs full-performance level professional Environmental/Public Health investigation and inspection work, under minimal supervision. Positions in this class are distinguished from the *Environmental/Public Health-Investigator I* class, which performs entry-level Environmental/Public Health investigation and inspection work under close supervision. This class is also distinguished from the *Environmental/Public Health Analyst I* class and the *Environmental/Public Health Analyst II* class, which perform Environmental/Public Health analytical work conducting scientific research and operations analysis.

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 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, defended, gathered and discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Conducts and supports on-site facility inspections and investigations or environmental/public health compliance activities and recommends corrective or enforcement or environmental/public health management action. Re-investigates and re-inspects potential violations based on established policies and professional judgement.

Monitors compliance with applicable rules and regulations and determines when reinvestigation is necessary to ensure ongoing compliance or environmental/public health performance.

Provides technical assistance, education and training about environmental/public health management and compliance to maintain environmental and public health.

Evaluates and distributes information to the public, affected industries/businesses and other governmental agencies and resolves routine compliance issues.

Prepares or reviews applications and verifies information submitted for licenses and permits.

Collects field samples or other environmental/public health related data or information for laboratory or trend analysis.

By position, issues summons and search warrant requests, and represents the City in legal actions.

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 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.

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.

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.

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

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

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.

Learning - Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

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.

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

Knowledge of the principles of the biological and physical 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 public health 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.

Physical Demands:

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

Walking: moving about on foot. May walk on wet 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. May be exposed to loud noises.
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, Early Childhood Education, Nursing, Environmental Health, natural/physical/life science or a directly related field.

Experience Requirement:

Two years of experience conducting environmental/public health inspections, investigations or environmental/public health management activities.

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 7/2010 - This class was updated and replaced Environmental Specialist II class.
11/2010 - The GSD and the Distinguishing Characteristics of the job spec was revised.