



Career Service Authority

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Environmental Public Health Manager

GENERAL STATEMENT OF CLASS DUTIES

This is supervisory level professional environmental/public health scientific and operational work in a multidisciplinary setting requiring independent integration of the principles of the natural and social sciences with law, business, Information Technology, and engineering to supervise staff who evaluate and implement environmental/public health projects or programs for environmental/public health protection, permitting, compliance, recovery, remediation, reclamation or removal.

DISTINGUISHING CHARACTERISTICS

The *Environmental/Public Health Manager* class is assigned first level supervisory duties over professional level staff performing full performance investigations, compliance and analytical work and/or projects/program management requiring the application of multidisciplinary scientific principles and multi year, large scale complex programs and projects. This position is distinguished from the *Manager 2* position in the department of Environmental Health based on the scope and level of overall management responsibility. It is distinguished from the *Environmental/Public Health Program Supervisor* position, which generally has supervisory responsibility for Environmental/Public Health Investigator and Analyst I 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 varies 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 of 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 at the Environmental Public Health Analyst II level or above.

ESSENTIAL DUTIES

Supervises investigators, analysts, program administrators, program managers and other technical and non-technical personnel in environmental/public health protection project management.

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for subordinate employees.

Coordinates City-wide environmental/public health projects that encompass legal, technical, financial and land use planning aspects of environmental/public health management.

Reviews departmental contracts and agreements.

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

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Initiates and recommends disciplinary action for employees as necessary.

Delegates responsibility and authority to subordinate staff.

Assists in the development of departmental budgets.

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.

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, Knowledge & 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 budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

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

Skill in analyzing complex problems and determining justification in accordance with theories and practices of the specialized area.

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

Physical Demands:

Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Near Acuity: ability to see clearly at 20 inches or less.
Oral Comprehension
Written Comprehension

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Education Requirement:

Bachelor's 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 full performance level professional OR supervisory experience in environmental/public health project/program management with major projects/programs and enforcement.

Education/Experience Equivalency:

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

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: 09/16/1995

REVISED DATE: 11/28/2010

REVISED BY: Hameed Pousti

CLASS HISTORY: 7/2007 - The class replaces and expands the Environmental Scientist Supervisor.

11/2010 - The MQs for Experience Requirement was modified per agency request.