



Career Service Authority

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Environmental Public Health Program Administrator

GENERAL STATEMENT OF CLASS DUTIES

Performs full-performance level EPH programs administering, implementing, and developing programs or projects in a multi-disciplinary setting, requiring independently integration of the principles of sciences with law, business, IT, and engineering in EPH projects/programs for protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes.

DISTINGUISHING CHARACTERISTICS

The *EPH-Program Administrator* class is assigned full-performance level administration of small to medium-sized environmental projects/programs, which requires the application of multi-disciplinary scientific principles. This class is characterized by managing programs/projects with: a) some regulatory complexity, b) involving 1 or 2 areas of scientific/technical emphasis, c) encompassing some exposure to financial or regulatory uncertainties, and d) some current body of research with goals being set upon output/outcome based. Positions in this class are distinguished from the *EPH Analyst and EPH Investigator class series*, which do not administer projects/programs as primary duties. *The EPH Program Administrator* is also distinguished from the *Senior EPH Program Administrator* class, which performs complex program/project management duties requiring management of programs/projects with significant financial impact and complex regulatory issues, which may require the development of new policy, 3 or more areas of scientific/technical emphasis/expertise, significant exposure to financial or political risk, and where little supporting research has been conducted.

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 or program(s). 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 of completion.

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 and/or supervises program staff including investigators, analysts and administrative support classes.

ESSENTIAL DUTIES

Has primary responsibility for management of environmental projects/programs where significant regulatory and scientific or analytical expertise is required. Ensures program/project operates in compliance with departmental objectives, pertinent laws, rules and regulations. Monitors federal, state and regional regulatory changes to determine when rules and regulations need to be revised.

Establishes and achieves project/program goals/objectives. Develops and modifies workplans and sets priorities. Develops and implements standards and policies and ensures project/program operates in conformance with standards, policies, workplans, and priorities. Conducts needs assessments and directs program evaluation. Develops budget, manages expenses, and administers financial operations. Creates requests for proposals, negotiates contracts and manages contractors. Assigns, critically reviews, and corrects work product of vendors and assigned staff.

Modifies and develops new programs as needed. Resolves complex problems that cross functional and administrative boundaries. Maintains and improves relationships with agencies, communities to advise of changes and improve program decisions in controversial areas. Acts as program spokesperson.

Utilizes analytical, scientific and technical skills to evaluate environmental or public health issues and data, conducts environmental/public health research and related work where scientific and regulatory expertise is necessary. Designs and implements quality management standards for project and programs. Determines environmental/public health significance of collected data and required corrective action. Recommends or requires remedial action.

Performs as an expert in one or two 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.

Has primary responsibility for conducting and directing complex enforcement investigations or inspections.

Provides technical assistance, education and training on complex multidisciplinary technical and regulatory issues. May develop or review technical information presented in the form of letters, reports or other written documents 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 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:

Bachelor's Degree in Public Health, Environmental Health, Nursing, Early Child Development, Engineering or applied sciences as required by the specific opening.

Experience Requirement:

Three years of professional experience of the type and at the level of EPH-Investigator II, EPH Analyst II working with complex EPH 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
7/2007 - This is a new class.
11/2010 - The GSD and the Distinguishing Characteristics was revised.