



Office of Human Resources
Environmental Public Health Administrator - CE2894
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General Statement of Duties

Administers, develops, and implements environmental or public health programs in a multi-disciplinary setting, that require independent integration of scientific principles to health, law, business, information technology, and engineering for environmental or public health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal purposes.

Distinguishing Characteristics

This class is responsible for overseeing the administration of environmental programs, which require the application of multi-disciplinary scientific principles and backgrounds. This class is characterized by administering programs with all of the following: a) regulatory complexity, b) involving one or two areas of scientific/technical emphasis/expertise, c) budgetary management with exposure to financial uncertainties, d) requiring decision making with scientific and/or regulatory uncertainty, and e) goals and performance metrics are based upon achievement of long term environmental outcomes.

This class is distinguished from the Environmental Public Health Administrator Senior, which administers, develops, and implements large scale, complex environmental or public health programs by in a multi-disciplinary setting.

This class is distinguished from the Environmental Public Health Program Supervisor which supervises a business unit responsible for professional and technical environmental or public health scientific and operational work in a multidisciplinary setting.

Administrator Definition:

An Administrator serves as a technical expert and resource in a specialized, functional area by resolving complex, technical issues and designing systems, processes, guidelines, rules, and standards that are critical and directly impact the on-going operations and policies in the functional area.

Essential Duties

Administers and oversees environmental or public health programs where significant regulatory and scientific expertise is required. Ensures programs operate in compliance with departmental objectives, pertinent laws, rules and regulations.

Establishes and implements program objectives; develops and modifies work plans; implements standards, sets priorities; and ensures programs operate in conformance with established standards and requirements, conducts needs assessments and program evaluation.

Develops budget and manages expenses; creates requests for proposals, negotiates and manages contracts, ensures satisfactory contractor performance, critically reviews and corrects work product of vendors and assigned staff. Administers financial operations within budget limits. Continuously looks for ways to create and/or enhance revenue sources.

Modifies and develops new programs as needed; resolves complex problems that cross functional and administrative boundaries; acts as program spokesperson, building and maintaining relationships with agencies and the community to improve program decisions in controversial areas. Recommends City's position on pertinent environmental issues.

Utilizes scientific and theoretical skills to evaluate environmental issues; conducts environmental or public health research and related work where scientific and regulatory expertise is necessary.

Designs and implements quality management standards for programs, determining the environmental or public health significance of collected data and required corrective action; recommends or requires remedial action.

Provides expertise and is regarded as a subject matter expert in at least one scientific or regulatory environmental or public health area of expertise.

Performs other related duties as assigned or requested.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

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

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.

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

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

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.

Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.

Level of Supervision Exercised

By position, performs lead work and/or supervises program staff.

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Education Requirement

Bachelor's Degree in Public Health, Environmental Science, or a related field based on a specific position.

Experience Requirement

Three (3) years of professional experience conducting scientific research and/or analysis on a variety of environmental or public health issues as required by the specific duties assigned to the position.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to toxic chemicals.

Potential exposure to chemical and specimen odor.

Pressure due to multiple calls and inquiries.

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.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Crouching: Positioning body downward and forward.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-12

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date: 3/27/22

Revised By: BM

Class History:

Revised title.