



Office of Human Resources  
Environmental Public Health Analyst Associate – CE3351  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs intermediate-level professional routine or standard environmental or public health analytical work, conducting scientific research, operations analysis, and technical projects which requires integration of scientific disciplines for purposes of environmental or public health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal.

### Distinguishing Characteristics

This classification is part of the Environmental Public Health Analyst series. These classifications are responsible for increasingly responsible levels of professional analytical work. The Environmental Public Health Analyst Staff performs entry-level professional environmental or public health analytical work, conducting scientific research, operations and programmatic analysis, and assisting on technical projects which requires integration of scientific disciplines for purposes of environmental or public health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal. The Environmental Public Health Analyst Associate performs intermediate-level professional routine or standard environmental or public health analytical work, conducting scientific research, operations and programmatic analysis, and technical projects which requires integration of scientific disciplines for purposes of environmental or public health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal. The Environmental Public Health Analyst Senior performs full performance scientific work conducting research and analysis on a variety of complex environmental or public health issues, which requires the integration of scientific disciplines for the purposes of protection, planning, permitting, compliance, recovery, remediation, reclamation or removal.

These classes are distinguished from the Environmental Public Health Specialist, which performs full-performance professional level work facilitating a variety of initiatives, projects, or programs in specialized environmental or public health disciplines to enhance planning, develop and recommend policies, and develop, implement, and evaluate strategies and programs that support department and citywide goals.

### Essential Duties

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

Implements project or program approaches or changes by researching, reviewing, and evaluating technical information in areas where criteria and/or standards are unclear. Develops, recommends, and implements new procedures for the assigned technical area and determines, including conformance with policies, goals, laws and regulations for complex and multidisciplinary technical areas.

Determines environmental or public health significance of data collected and recommends or requires corrective action. Summarizes technical data, evaluation, and recommendations.

Establishes sampling programs and specifying laboratory analysis for projects or programs. Determines environmental or public health significance of collected data and requiring corrective action. Performs quality assurance and quality control. Creates, updates, and uses scientific databases.

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

Provides technical assistance, education and training on complex multidisciplinary technical and regulatory issues.

Participates in developing technical information on complex and multidisciplinary technical and regulatory issues for educational use.

Administers and advises on elements of environmental or public health initiatives, programs, or projects including financial management, grant support, and regulatory or compliance elements.

Actively participate on the department's emergency preparedness and response team(s) to support meeting the department's public health and environmental responsibilities outlined in the city's emergency operations plan.

Performs other related duties as assigned.

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.

Mathematical Reasoning - Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

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.

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 assist with assigned projects, including schedules, construction sequence, project scope, budget and documentation.

### Level of Supervision Exercised

None

### Education Requirement

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

**Experience Requirement**

One (1) year of professional experience conducting research and analysis on a variety of environmental or public health issues or conducting environmental or public health inspections and investigations to ensure compliance with regulations and standards.

**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 housekeeping/cleaning agents/chemicals.

Potential exposure to toxic chemicals.

Potential exposure to chemical and specimen odor.

Potential exposure 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.

Potential exposure 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

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: EX-09**

**FLSA Code: Y**

**Established Date: 11/21/2021**

**Established By: BM**

**Revised Date: 3/29/2023**

**Revised By: BM**

**Class History: 3/29/2023 - Updated to current minimum qualification education and experience equivalency statement.**