



Office of Human Resources  
Environmental Public Health Specialist – CE3350  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

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.

### Distinguishing Characteristics

This classification 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.

This classification is distinguished from 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.

### Essential Duties

Facilitates specialized environmental or public health initiatives, projects, or programs and makes policy recommendations to internal and external stakeholders by establishing and achieving objectives. Conducts needs assessments and directs evaluation to ensure program is achieving its objectives. Determines and implements changes to policies and procedures based on feedback from stakeholders.

Provides supportive, interpretive, and advisory information to higher-level management and/or other stakeholders. Makes recommendations on projects or programs to internal and external stakeholders. Meets with stakeholders to solicit input regarding a program or project's direction, evaluate its effectiveness, and to develop new programs.

Investigates sources of program funding, writes proposals, administers expenditure budget and grant funds, assists in the development and implementation of the budget, approves expenditures, and ensures grant funds are used correctly. Leads the grant reporting, grant compliance and auditing, grant application and renewals. Tracks recipients of funding and assists funding seekers in understanding the city's fund disbursement process

Ensures environmental or public health projects or programs operate in compliance with department/agency objectives, pertinent laws, rules, and regulations. Monitors federal, state, and/or regional regulatory changes to determine application of appropriate revision(s). Communicates applicable revision(s) to internal and external stakeholders.

Conducts research, collects, and evaluates the environmental or public health issues and data. Develops and implements quality management standards for public health projects or programs. Determines the environmental or public health significance and recommends or requires necessary action to improve or correct present situation.

Prepares articles for publication, press releases, and promotional materials. Develops and implements fundraising plans and public education and awareness programs and delivers presentations at conferences, public meetings, and seminars.

Provides technical assistance, education, and training on complex multidisciplinary environmental or public health technical issues.

By position, develops volunteer programs and act as a point of reference, develops training curriculum, and recruits, trains, and directs volunteers.

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

**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

**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 situation

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

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

## Knowledge & Skills

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

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.

### **Level of Supervision Exercised**

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

### **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 analysis and planning the administrative aspects of an environmental or public health program.

### **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**

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to pressure due to demands of working with multiple stakeholders.

Subject to long irregular hours.

### **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-11**

**FLSA Code: Y**

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

**Established By: BM**

**Revised Date:**

**Revised By:**

**Class History:**