



Office of Human Resources
Environmental Public Health Investigator II - CE2265
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General Statement of Duties

Performs full-performance professional level Environmental/Public Health inspections and investigations work to ensure compliance with all established law, regulations and standards.

Distinguishing Characteristics

The Environmental/Public Health-Investigator II class performs full-performance level professional Environmental/Public Health investigation and inspection work, under minimal supervision. Positions in this class are distinguished from the Environmental/Public Health-Investigator I class, which performs entry-level Environmental/Public Health investigation and inspection work under close supervision. This class is also distinguished from the Environmental/Public Health Analyst I class and the Environmental/Public Health Analyst II class, which perform Environmental/Public Health analytical work conducting scientific research and operations analysis.

Essential Duties

Conducts and supports on-site facility inspections and investigations or environmental/public health compliance activities and recommends corrective or enforcement or environmental/public health management action. Re-investigates and re-inspects potential violations based on established policies and professional judgement.

Monitors compliance with applicable rules and regulations and determines when reinvestigation is necessary to ensure ongoing compliance or environmental/public health performance.

Provides technical assistance, education and training about environmental/public health management and compliance to maintain environmental and public health.

Evaluates and distributes information to the public, affected industries/businesses and other governmental agencies and resolves routine compliance issues.

Prepares or reviews applications and verifies information submitted for licenses and permits.

Collects field samples or other environmental/public health related data or information for laboratory or trend analysis.

By position, issues summons and search warrant requests, and represents the City in legal actions.

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

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

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 recommendation

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

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

Knowledge & Skills

Knowledge of the principles of the biological, animal, and/or physical 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 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 conducting public health investigations to systematically identify and correct the causes of public health or environmental/public health problems.

Level of Supervision Exercised

By position, performs lead work.

Education Requirement

Bachelor's Degree.

Experience Requirement

Two (2) years of experience conducting environmental/public health inspections, investigations or environmental/public health management activities.

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.

Potential exposure to odors in animal areas.

Extreme Cold: Temperature cold enough to cause marked bodily discomfort.

Handles emergency or crisis situations.

Occasional pressure due to multiple calls and inquiries.

Works in proximity to cavity dwelling mammals and stinging insects.

Handles absentee replacement on short notice.

Level of Physical Demand

2-Light (10-20 lbs.)

By position, 4-Heavy (50-100 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.

Bending/Twisting: Bending, twisting, or positioning oneself to aid in the rescue capture of animals.

Carrying: Transporting or moving an object.

Climbing/Balancing: Ascending walls, fences, and other obstacles and maintaining equilibrium.

Climbing: Ascending or descending an object or ladder.

Crawling: Moving close to the ground in a tight, cramped space to rescue, trap, or capture animals.

Crouching: Positioning body downward and forward.

Endurance: Ability to restrain animals for a substantial period of time.

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.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

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

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

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

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

Kneeling/Crouching: Ability to locate and capture animals from a lowered position.

Kneeling: Assuming a lowered position.

Lifting/Carrying: By position, move live and dead animals up to 100 pounds.

Lifting: By position, moving objects weighing no more than 100 pounds from one level to another.

Lifting: Moving objects weighing no more than 20 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Oral Comprehension: Ability to discern the meaning of oral speech.

Pushing/Pulling: Transport and control traps and cages, animal foods, equipment.

Reaching/Handling: Moving, positioning, and handling traps and cages, animal foods, equipment.

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

Repetitive motions: Making frequent or continuous movements.

Running: Ability to quickly pursue an animal for 60 seconds.

Sitting: Remaining in a stationary position.

Standing/Walking: Moving from area to area and public contact.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision: Ability to perceive animal behavior, comprehend signs, and detect color.

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: NE-17

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 6/1/20

Revised By: LS

Class History:

6/1/20 – Changed FLSA status from exempt to non-exempt. Changed pay grade from E-811 to E-626. Updated working environment and physical demands. Changed physical demands from 1 to 2. Added by position, physical demands for employees who work at DAP are 4.

6/30/19 – Added emergency response language to essential duties.