



Office of Human Resources  
Environmental Public Health Manager - CE2271  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Manages functional and/or operational area of a professional environmental and/or public health division in a multidisciplinary setting requiring independent integration of the scientific principles that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Typically has supervisors reporting to them who evaluate and implement environmental or public health projects or programs for health protection, permitting, compliance, recovery, remediation, reclamation, or removal.

### Distinguishing Characteristics

This classification manages functional and/or operational area of a professional environmental and/or public health division in a multidisciplinary setting.

The Manager is a first level management class. A Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Manager is operationally and functionally focused.

The Manager is distinguished from the Director, a "core" mid-level management class. A Director manages a division or small agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Director is operationally, functionally, and/or strategically focused with primary emphasis on operations.

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.

### Essential Duties

Monitors and directs daily operations to ensure that policies and procedures are being followed. Manages subordinate supervisors, professional, technical, and non-technical employees responsible for the investigation, analysis, and program administration, in environmental or public health protection project and program management.

Oversees environmental or public health projects that encompass legal, technical, financial and land use planning aspects of environmental or public health management and policy and procedure development to maintain compliance with all federal, state and local regulations.

Manages the initiation and development of various contracts for services related to environmental or public health projects and programs and manages the oversight of these contracts once implemented.

Communicates annual work plans to employees and ensures employees are focused on the work plan and achieving performance standards including developing and analyzing programs and projects.

Represents the the division and in meetings with elected and/or appointed officials and other city entities. Serves as a city representative on various committees with external stakeholders. Fosters collaborative relationships that benefit the organization.

Manages functional and/or operational area(s) within a division. Represents the section's positions, initiatives and interests with a focus on the delivery of superior customer service; ensures staff is sufficiently knowledgeable and dynamic regarding customer service protocols and performance expectations.

Implements initiatives, and achieves goals, objectives, and key performance indicators (KPIs) for the section. Optimizes performance of the section by meeting or exceeding the established KPI performance benchmarks.

Organizes and applies section's standards, procedures, systems and guidelines.

Implements policies, programs, operating procedures and practices for the section and effectively manages operating costs. Ensures all budgets remain at or below established targets.

Coaches, mentors, and challenges staff. Champions continuous improvement, including devising new strategies and new opportunities. Leads staff development initiatives that include training, development, and succession planning.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Fosters an atmosphere of innovation in order to challenge the organization to think creatively, especially as it relates to positive citizen and customer experience opportunities.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

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 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

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**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.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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 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 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 budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

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 interpreting, adapting and applying appropriate written guidelines, precedents and standardized work practices to a variety of problematic and unprecedented situations.

Skill in analyzing complex problems and determining justification in accordance with theories and practices of the specialized area.

Skill in exercising initiative, judgment and decision making in solving problems and meeting the objectives of the unit or project.

### **Level of Supervision Exercised**

Manages a work group(s) within a division by supervising supervisors and/or individual contributors.

### **Education Requirement**

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

### **Experience Requirement**

Three (3) years of experience at the type and level of functional or operational management, which must have included management of professional individual contributors.

### **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**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.

**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.):

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

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

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Written Comprehension: Ability to discern the meaning of written words.

**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-16**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 7/1/2024**

**Revised By: CW**

**Class History: 3/25/2022- Updated duties, experience, and pay grade; 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.**