



Office of Human Resources
Environmental Public Health Analyst I - CE2266
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General Statement of Duties

Performs entry-level professional Environmental/Public Health analytical work, conducting scientific research, operations analysis, and assisting on technical projects which requires integration of science with regulatory law, business, Information Technology, and engineering for purposes of Environmental/Public Health protection, planning, permitting, compliance, recovery, remediation, reclamation or removal.

Distinguishing Characteristics

The Environmental Public Health-Analyst I class is assigned entry-level professional analytical and applied research work requiring the application of multidisciplinary scientific principles. Positions in this class conduct analytical work independently; however, deliverables and reports are reviewed by subject matter experts. Positions in this class are distinguished from the Environmental/Public Health Investigator class, which performs professional Environmental/Public Health inspections and investigations work. This class is also distinguished from the Environmental/Public Health Analyst II, which is assigned full-performance level analytical work that requires the application of multi-disciplinary scientific principles.

Level of Supervision Exercised

None

Essential Duties

Learns to and assists in utilizing analytical, scientific and technical skills to analyze environmental or public health issues and data; learns to and assists in conducting environmental/public health research and related work where scientific and regulatory expertise is necessary; learns to and assists in critically reviewing work products, including technical plans, reports, scientific studies, and ensures conformance with policies and goals, laws and regulations.

Learns to and assists in implementing project or program approaches or changes by researching, reviewing, and evaluating technical information in areas where criteria and/or standards are unclear. Learns to and assists in developing, recommending, and implementing new procedures for the assigned technical area and determines, including conformance with policies, goals, laws and regulations for complex and multidisciplinary technical areas.

Learns to and assists in determining environmental/public health significance of data collected and recommends or requires corrective action. Summarizes technical data, evaluation, and recommendations.

Learns to and assists in establishing sampling programs and specifying laboratory analysis for projects or programs. Learns to and assists in determining environmental/public health significance of collected data and requiring corrective action. Performs quality assurance/quality control. Creates, updates, and uses scientific databases.

Learns to and assists in recommending City's position on environmental/public health matters to City management, the public, affected industries, or other governmental agencies.

Learns to and assists in providing technical assistance, education and training on complex multidisciplinary technical and regulatory issues.

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

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.

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.

Education Requirement

Bachelor's Degree in Public Health, Environmental Health, Engineering, Early Childhood Education, Nursing, Natural, Physical, and Life Science or a related field.

Experience Requirement

None

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.):

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot. May walk on uneven surfaces.
Sitting: remaining in the normal seated position.
Carrying: transporting an object, usually by hand, arm or shoulder.
Climbing: ascending or descending objects usually with hands/feet.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arms(s) in any direction.
Handling: seizing, holding, grasping or otherwise working with hand(s).
Fingering: picking, pinching or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level 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: E-623

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: