



Office of Human Resources  
Environmental Public Health Investigator III - CE2848  
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### General Statement of Duties

Performs specialized, professional level environmental and/or public health inspections and investigations and acts as a subject matter expert to ensure that regulated activities are consistent with legal and other applicable requirements, best management practices, and the department's strategic vision.

### Distinguishing Characteristics

The Environmental Public Health Investigator III class is distinguished from the Environmental Public Health Investigator II class that performs full performance professional level work conducting environmental and/or public health inspections to ensure compliance with environmental/public health regulations and laws. The Environmental Public Health Investigator III class is distinguished from the Environmental Public Health Investigator I that performs entry level environmental and/or public health inspections.

The Environmental Public Health Investigator III is also distinguished from the Environmental Public Health Analyst classes that perform environmental and/or public health related assessment, analysis and scientific research.

### Essential Duties

Conducts specialized environmental/public health inspections, investigations, and assigned special projects to ensure compliance with applicable legal and other requirements and conformance with established procedures, policies, and best practices.

Acts as a subject matter expert in one or more specialized environmental/public health areas that have city-wide and/or departmental-wide impact and utilizes expertise to modify and/or improve work processes and procedures to ensure compliance.

Engages in extensive collaboration with regulators and the regulatory community and advises, guides, and collaborates with contractors, facility representatives, and other stakeholders to understand and apply requirements and best practices and to achieve compliance.

Collects evidence or other environmental public health related data or information to verify the accuracy and relevance of the data; determines compliance status and/or substantiates alleged violations; recommends proposed corrective and/or enforcement actions; prepares technical reports and presents findings including alternative course(s) of action; and makes recommendations for approval.

Provides technical direction and guidance for assigned projects and programs; oversees consultants and contractors associated with various projects; and collaborates with internal and external stakeholders and partners to evaluate their needs, provide information or assistance, and resolve problems.

Conducts outreach and education and coordinates and provides training and technical assistance to staff, internal and external stakeholders, and the public on environmental/public health matters in specialized area(s) of expertise.

By position, develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

By position, provides work instruction and assists employees with difficult and/or unusual assignments.

By position, assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

By position, resolves problems encountered during daily operations and determines appropriate solutions.

By position, contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

By position, responds orally to informal grievances and relays information to the supervisor.

By position, documents situations which may be cause for disciplinary action and provides this information to the supervisor.

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

**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.

**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.

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

**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

**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 investigate, monitor and protect public health and the environment.

Knowledge of evaluation and assessment methods and techniques sufficient to be able to determine what information is required, gather and analyze desired information, and evaluate accuracy and appropriateness of data for dissemination to others.

Skill in conducting public health investigations to systematically identify and correct the causes of public health or environmental/public health problems.

Skill in developing, adapting and applying appropriate written guidelines, policies and procedures and standardized work practices to a variety of problematic and unprecedented situations.

### **Level of Supervision Exercised**

By position, performs lead work over environmental/public health investigators.

### **Education Requirement**

Bachelor's Degree.

### **Experience Requirement**

Three (3) years of experience conducting environmental public health 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: E-627**

**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-812 to E-627. Updated working environment and physical demands. Changed physical demands from 1-2. Added by position, physical demands for employees who work at DAP are 4.**

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