

**VENTURA COUNTY, RESOURCE MANAGEMENT AGENCY (RECRUITMENT BY CEO-HR)
INVITES APPLICATIONS FOR:**



**Environmental Health Division
Manager I/II
1178RMA-23AB (LC)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$46.25 - \$71.07 Hour \$8,016.69 - \$12,318.68 Monthly \$96,200.23 - \$147,824.10 Annually

This posting is for the Ventura County Resource Management Agency (recruitment by CEO-HR); vacancy location is Ventura; requires travel throughout Ventura County and California.

POSITION INFORMATION



WHAT WE OFFER

The County of Ventura offers an attractive compensation and benefits package. Aside from our salary of approximately \$96,200.23 to \$147,824.10 an employee within this position will also be eligible for the following:

- **A general salary increase** of 4.0% effective December 24, 2023 and 3.5% effective December 22, 2024.
- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Bilingual Incentive**- Incumbents may also be eligible for bilingual incentive depending upon operational need and certification of skill.
- **Annual Leave** - The candidate selected for this position will earn 208 hours per year, increasing to 288 hours after 5 years of service.
- **Annual Leave Redemption** - The ability to "cash in" or redeem up to 100 hours of Annual Leave per year after using 80 hours in the preceding twelve months.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Insurance Plans** – Medical, dental, and vision plans for you and your dependents. A maximum flexible credit allowance of up to \$21,450 annually.
- **Flexible Spending Accounts** - Increase your spending power by reimbursement with pre-taxed dollars for IRS-approved dependent care and health care expenses.
- **Holidays** - 12 paid days per year which includes a scheduled floating holiday.
- **Pension Plan** - Both you and the County contribute to the County's Retirement Plan. If you are eligible, you may establish reciprocity with other public retirement systems, such as PERS.
- **Additional Benefits** - Professional Memberships, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Wellness Program.

NEW HIRE/RETENTION/REFERRAL INCENTIVES

Subject to the applicable section of the [Management Resolution \(Secs. 625 – 627\(Download PDF reader\)\)](#):

- New hires may be eligible for a one-time New Hire Incentive up to 10% of the current annual base wage.
- In compliance with specific requirements, a regular employee may be eligible for an Employee Referral Incentive of \$500.
- Once hired upon meeting specific criteria a regular employee may be eligible for an Employee Retention Incentive of up to 10% of the current annual base wage.

THE AGENCY

The primary goal of the Resource Management Agency is to protect the health, safety and welfare of the general public through administration and enforcement of County ordinances, Board policy, and state and federal laws regarding land use, and commercial and environmental regulation.

The Agency includes five (5) divisions including the Environmental Health Division (EHD). The mission of the EHD is to protect public health and the environment by ensuring conformance with State laws and County ordinances pertaining to the following programs: food protection, hazardous materials, hazardous waste, individual sewage disposal systems, land use, medical waste, ocean water quality monitoring recreational health, solid waste, underground fuel tanks, and vector control, as well as provide timely advice and information to the public, businesses, and other governmental agencies.

THE POSITION

Under general direction, the Environmental Health Division Manager manages the activities of a section within the Environmental Health Division of the Resource Management Agency (RMA); and serves as a member of the Agency's management team.

The successful candidate will:

- Have experience planning, organizing, and managing the work within a program or multiple programs in the Environmental Health field
- Have experience leading and directing subordinate staff in the day-to-day technical aspects of Environmental Health Division programs
- Understand principles, techniques, and practices of effective business and environmental health administration.
- Have the ability to establish and maintain productive working relationships with individuals both internal and external to the division
- Be able to identify and solve problems
- Possess strong oral and written communication skills and be able to make effective presentations to boards, commissions, and other similar groups

Distinguishing Characteristics:

This series is characterized by the responsibility to plan, organize and supervise the delivery of technical services provided by one of the sections of an RMA Division. This position is assigned to the Environmental Health Division. Manager - RMA Services I is the entry-level management job class within RMA and the Manager - RMA Services II is the intermediate level. The Manager - RMA Services II level is distinguished from the Manager, RMA Services II – Planning by the latter's responsibility for planning, organizing, and supervising the activities of a section within the RMA Planning Division. Incumbents are distinguished from Deputy Director-RMA series in that the latter is responsible for managing an entire major division of the Agency.

Payroll Titles and Approximate Salaries:

Manager - RMA Services I: \$3,700.01 - \$5,180.01 Biweekly

Manager - RMA Services II: \$4,060.70 - \$5,685.54 Biweekly

NOTE: If appointed at the lower level, incumbent may be promoted to the higher level without further exam upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

AGENCY/DEPARTMENT: Resource Management Agency

Manager RMA Services I/II are Management classifications and are not eligible for overtime compensation.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Supervises, reviews, and evaluates the day-to-day activities of one to multiple program sections of the Environmental Health Division; supervises the work of a staff comprised of professional, technical and support personnel to ensure timely development and implementation of a variety of specific programs or special projects; ensures policies and procedures are followed; ensures staff is trained.
- Coordinates and/or negotiates with other individuals, groups, sections, divisions, departments, and agencies on various controversial or politically sensitive issues; makes oral presentations to public groups and various governmental bodies.
- Functions as a member of the division management team to propose, evaluate and develop policies and procedures; participates in budget planning.
- Researches, compiles, synthesizes, analyzes, and interprets information and data necessary to complete programs; prepares written technical reports based on such data.
- Conducts performance evaluations; participates in hiring and disciplinary decisions.
- Performs other related duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE:

Extensive experience which has led to the acquisition of the required knowledge, skills, and abilities. The required knowledge, skills and abilities may also be obtained by:

Manager RMA Services I- completion of a Bachelor's degree in the Environmental Health area or closely related field and four (4) or more years of progressively responsible experience within the same field, including one (1) or more years of supervisory or management experience.

Manager RMA Services II- completion of a Bachelor's degree in the Environmental Health field or closely related field and five (5) or more years of progressively responsible experience within the same field, including two (2) or more years of supervisory or management experience.

Necessary Special Requirements:

- Independent travel is required; therefore, possession of a valid California driver license is required.
- Registration as an Environmental Health Specialist by the State of California is required.

DESIRED:

- Experience planning, organizing, and managing programs
- Experience identifying and solving problems
- Strong oral and written communication skills
- Ability to establish and maintain exceptional working relationships with individuals
- Extensive supervisory or management experience

KNOWLEDGE, SKILLS, and ABILITIES:

Thorough knowledge of: federal, state, and local laws and regulations relating to Environmental Health programs.

Some knowledge of budget preparation.

Ability to: supervise, direct, coordinate and implement major projects and programs; collect,

analyze and interpret data, including fiscal data related to budget preparation; set objectives and review recommendations; speak and write effectively, prepare technical reports; supervise, train and evaluate the work of professional and technical subordinate staff; establish and maintain effective relationships with others; perform public speaking; communicate clearly and effectively with citizens, interest groups and various public agencies and the Board of Supervisors.

RECRUITMENT PROCESS

FINAL FILING DATE: Applications must be received by the County of Ventura Human Resources no later than **5:00 p.m. on April, 21, 2023.**

To apply on-line, please refer to our web site at www.ventura.org/jobs. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials and submit them to County of Ventura Human Resources, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

Note to Applicants: Sufficient information must be provided under the Education/Work Experience portion of the application and supplemental questionnaire to thoroughly and accurately demonstrate your qualifications to determine eligibility. **A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.**

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here \(Download PDF reader\)](#) for additional information.

SUPPLEMENTAL QUESTIONNAIRE - qualifying: All applicants are required to complete and submit the questionnaire for this examination at the time of filing. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION - qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

TRAINING & EXPERIENCE EVALUATION: A Training and Experience Evaluation (T&E) is a structured evaluation of the job application materials submitted by a candidate, including the written responses to the supplemental questionnaire. The T&E is NOT a determination of whether the candidate meets the stated requirements; rather, the T&E is one method for determining who are the better qualified among those who have shown that they meet the stated requirements. In a T&E, applications are either scored or rank ordered according to criteria that most closely meet the business needs of the department. Candidates are typically scored/ranked in relation to one another; consequently, when the pool of candidates is exceptionally strong, many qualified candidates may receive a score or rank which is moderate or even low resulting in them not being advanced in the process.

NOTE: In a typical T&E, your training and experience are evaluated in relation to the background, experience and factors identified for successful job performance during a job analysis. For this reason, it is recommended that your application materials clearly show your relevant background and specialized knowledge, skills, and abilities. **It is also highly recommended that the supplemental questions within the application are completed with care and diligence. Responses such as "See Resume" or "Refer to Resume" are not acceptable and may disqualify an applicant from further evaluation.** Applicants must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

ORAL EXAM – 100%: An on-line, un-proctored, job-related oral examination may be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year. The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary, Extra Help, Intermittent, and Fixed-Term) vacancies **for this position and similar positions within the Resource Management Agency. There is currently one (1) Regular vacancy within the Environmental Health Division.**

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information and driving record may be required for this position.

For further information about this recruitment, please contact Lorin Calderon by email at lorin.calderon@ventura.org or by telephone at (805) 654-2959.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

Environmental Health Division Manager I/II Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Are you currently a Registered Environmental Health Specialist (REHS) by the California Department of Public Health?
If yes, please state "yes" and include your REHS number. If no, please state "no."

2. Do you possess, or can you obtain prior to appointment, and maintain a valid California driver license?

3. Please describe your specific work experience in planning, organizing and managing Environmental Health programs. In your response include the following:
 - A.) Name of the employer where experience was obtained
 - B.) Dates of employment/Years of experience
 - C.) Any budgeting experience associated with these programs.If you do not have experience, please type "No experience."

4. Please describe the most technical/complex project you worked on, and describe the outcome. Indicate how you identified, researched, made recommendations and completed the project including any report preparation. If you do not have experience, please type, "No experience."

5. Please describe your specific work experience presenting Environmental Health program issues or projects before boards, commissions, or public forums. Include the subject matter or program you presented, and to which corresponding board/commission/public forum. If you do not have experience, please type, "No experience."

6. Please describe your supervisory experience, including how you motivated staff to excel in their work. In your response, include the following:
 - A.) Name of the employer where the experience was obtained
 - B.) Number of years in a supervisory role
 - C.) Number of direct reports you supervised
 - D.) Classifications/job titles of your direct reports.If you do not have experience, please type, "No experience."

7. This position may require delivering presentations. Are you able and willing to perform public speaking?