



COUNTY OF SHASTA
INVITES APPLICATIONS FOR THE POSITION OF

ENVIRONMENTAL HEALTH SPECIALIST TRAINEE/ENVIRONMENTAL HEALTH SPECIALIST

THE CURRENT VACANCY IS IN THE
ENVIRONMENTAL HEALTH DIVISION OF THE RESOURCE MANAGEMENT DEPARTMENT

ORAL EXAM IS TENTATIVELY SCHEDULED FOR JUNE 2023

SKILLS OR EXPERIENCES LISTED UNDER THE IDEAL CANDIDATE
STATEMENT MAY ALSO BE USED TO SCREEN APPLICATIONS

SEE "SPECIAL REQUIREMENT" SECTION REGARDING
POSSESSION OF A VALID DRIVER'S LICENSE AND OTHER REQUIREMENTS

RESPONSES TO SUPPLEMENTAL QUESTIONS REQUIRED

FINAL FILING DATE: JUNE 30, 2023 AT 12:00 PM

SALARY INFORMATION

Environmental Health Specialist Trainee: \$4,262 - \$5,440 APPROXIMATE MONTHLY* / \$24.59 - \$31.38
APPROXIMATE HOURLY*

Environmental Health Specialist \$4,934 - \$6,297 APPROXIMATE MONTHLY* / \$28.47 - \$36.33 APPROXIMATE
HOURLY*

*Please refer to the appropriate Bargaining Unit Memorandum of Understanding for potential future salary
increases* Please visit <https://www.shastacounty.gov/personnel/page/labor-agreements-mous>.

ABOUT SHASTA COUNTY

Shasta County offers all the amenities of the big city while retaining a comfortable small-town atmosphere. With its natural beauty, affordable housing, excellent educational system, abundance of recreational opportunities, and excellent quality of life, Shasta County is a great place to live, work, and raise a family.

ABOUT THE DEPARTMENT

The Department of Resource Management consists of Air Quality Management District, Building, Environmental Health, and Planning Divisions.

The Environmental Health Division provides specific permit and inspection programs for the control of chemical and microbiological hazards affecting public health. Permitting and inspection activities involve sewage solid waste disposal, hazardous materials storage and disposal, underground tanks, food service facilities, individual wells and public drinking water systems, swimming pools, housing and institutions, medical waste management, land use, and household hazardous waste reduction.

ABOUT THE POSITION

Environmental Health Specialist Trainee: Under close supervision, to learn to perform investigations and inspections relating to the enforcement of environmental health laws and regulations; and to do related work as required.

Environmental Health Specialist: Under general supervision, to perform investigations and inspections relating to the enforcement of environmental health laws and regulations; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

Environmental Health Specialist Trainee: This is the entry level professional class in the Environmental Health Specialist series and incumbents under close supervision learn to perform all types of environmental health inspections.

Environmental Health Specialist: This is the journey level professional class of the Environmental Health Specialist series and incumbents are required to perform a full range of environmental health inspections.

IDEAL CANDIDATE

The ideal candidate will understand and can apply local, State and Federal laws and regulations related to Environmental Health Programs and/or the Certified Unified Program Agency (CUPA) Program Elements and has experience or knowledge conducting environmental health inspections often obtained through employment as a Registered Environmental Health Specialist or employment or internship as an Environmental Health Specialist Trainee. Excellent written and verbal communications skills are essential.

EXAMPLES OF DUTIES

Environmental Health Specialist Trainee: Under direction, learns environmental health programs, functions, procedures, policies and standards for regulatory programs including, but not limited to, the following: Food Facilities, Public Pools/Spas, Hotels/Motels, Body Art, Onsite Wastewater Treatment Systems, Wells, Public Drinking Water Systems, Solid Waste Disposal, and Hazardous Materials Storage; learns methods of conducting inspections and investigations to determine compliance with applicable federal, state and local laws, ordinances, regulations, and standards in the area of environmental health, including techniques for associated report writing; learns methods and principles of enforcement of these laws; earns evidence, sample and

information collection techniques; learns to gather, organize and analyze technical data and prepare appropriate reports utilizing computers and computing software programs; learns to prepare and maintain specialized records; assists Registered Environmental Health Specialists in the performance of their professional duties.

Environmental Health Specialist: Conducts inspections, investigations and surveys of Food Facilities, Public Pools/Spas, Hotels/Motels, Body Art Facilities, Onsite Wastewater Treatment Systems, Wells, Public Drinking Water Systems, Solid Waste Disposal/Transfer Facilities, and Hazardous Materials Storage Facilities; Issues written notices regarding the compliance and enforcement of applicable laws and regulations; Collects evidence or samples as needed to verify compliance with requirements or as part of investigation or enforcement action; Provides consultation during hazardous waste spills or other emergency health incidents; Appears as a witness in legal proceedings relating to the enforcement of environmental health laws; Prepares reports and correspondence; Assists in the training of Environmental Health Specialist Trainees.

QUALIFICATIONS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Environmental Health Specialist Trainee:

Knowledge of: Basic principles of physical, biological and social sciences used in environmental quality control.

Ability to: Learn and apply provisions of the Health and Safety Code; analyze situations accurately and take effective action; establish and maintain cooperative relationships with others; prepare clear and concise reports.

These standards are typically attained with possession of a bachelor's degree, including at least 30 semester units of basic sciences from an approved educational institution.

Environmental Health Specialist:

Knowledge of: Basic principles of physical, biological, and social sciences used in environmental quality control; functions and operation of related agencies and community organizations; state and local laws and regulations governing public health sanitation and public health safety; penal code provisions relating to public health nuisances; methods and techniques of investigation, inspecting, and resolving unsanitary conditions; environmental research and statistical methods; general principles and practices of environmental health and sanitation.

Ability to: Plan, organize and carry out research, analyze and evaluate data, and make recommendations based on findings; detect unsanitary conditions and public health hazards and secure their correction through education, voluntary compliance, or legal enforcement; instruct in the methods and procedures of sanitary inspection and correction of unsanitary conditions; apply knowledge of a specialized and complex nature; interpret public health needs and goals to others; analyze situations accurately and take effective action; establish and maintain cooperative relationships with others; prepare clear and concise reports.

SPECIAL REQUIREMENT

Environmental Health Specialist Trainee:

- Possession of a current evaluation letter from the California Department of Public Health, stating that the education qualifications specified in Section 106660 (formally Section 521) of the Health and Safety Code have been completed.
- Applicant must pass registration examination within 36 months of the date of employment or else be terminated from the class.
- Possession of an appropriate California driver license.

Environmental Health Specialist:

- Possession of a valid certificate of registration as an Environmental Health Specialist issued by the California Department of Public Health;
- Possession of an appropriate California driver license.

SUPPLEMENTAL QUESTIONS

Responses to the following must be submitted with a completed application.

1. For Environmental Health Specialist Trainee, have you attached a current evaluation letter from the California Department of Public Health, stating that the education qualifications specified in Section 106660 (formally Section 521) of the Health and Safety Code have been completed? Yes___No___
2. For Environmental Health Specialist, have you attached a copy of a valid certificate of registration as an Environmental Health Specialist issued by the California Department of Public Health? Yes___No___
3. Please describe your experience conducting permitted facility inspections.
4. Please describe your experience related to hazardous materials and/or hazardous waste management or regulatory oversight.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to stand; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee may be required to wear a respirator or self-contained breathing apparatus. While performing the duties of this job, the employee may need to wear protective clothing including an encapsulating chemical protective suit. Employee must have a driver's license, may need commercial license (a physical is required for commercial license).

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

The employee may be exposed to snakes, bees, poison oak, and other allergens.

The exposure categories may be different if employee responds to drug lab or hazardous waste disposal situations.

OTHER CONSIDERATIONS

- All new employees are required to have their paycheck directly deposited to a bank account.
- Some positions may require a valid California driver's license and acceptable driving record according to County policy.
- Reasonable accommodations may be made for those persons who are disabled under the Americans with Disabilities Act to perform the essential functions of the position.
- As part of the selection process, all individuals provided with a preliminary offer of employment with Shasta County will be subject to a background investigation, including a criminal history check (primarily completed through the taking of fingerprints). An image of your fingerprints will be captured and sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history, (if any), will be evaluated along with the other information received in connection with your application. Except as otherwise required by law, a criminal conviction will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position applied for may, however, be considered.
- Based on the results of the background investigation and criminal history check, applicants may then be provided with an offer of employment conditioned on the results of a medical examination, which includes drug/alcohol testing.
- Shasta County participates in E-Verify. For more information click [here](#). If you do not have internet access, contact Personnel at (530) 225-5515 to request a flyer.
- In accordance with Government Code Section 3100, County employees, in the event of a disaster are considered disaster workers and may be asked to respond accordingly.
- Positions in this classification are covered by a collective bargaining agreement between the County and the United Public Employees of California – Professional Unit.

- Employees in this classification are covered under the CalPERS retirement program. Depending on the provisions of the California Public Employees' Pension Reform Act (PEPRA) and other applicable laws, an employee in this classification will be covered under one of the following CalPERS retirement formulas: (1) 2% at 55, (2) 2% at 60, or (3) 2% at 62. An employee in this classification will also contribute up to 8.5% of his/her pay to this plan or will contribute such other amount to the plan as authorized by PEPRA and other applicable laws. Please visit our employees benefit page at [Employee Benefits](#) for additional information regarding benefits and CalPERS coverage information. The provisions in this flyer and on the County's website are for information purposes only. To the extent the provisions of the flyer or the County's website are inconsistent with PEPRA and other applicable laws, PEPRA and other applicable laws shall govern.

APPLICATION & SELECTION PROCEDURES

Shasta County Personnel will accept applications and responses to the supplemental questions until 12:00 p.m., on June 30, 2023. A Resume and/or Cover Letter will be accepted in addition to the application form but will not serve as a substitute for a completed application. ***It is not acceptable to complete the application with statements such as, "Refer to Resume and/or Cover Letter," or "See Attached Resume and/or Cover Letter" the employment application must be completed in its entirety prior to submission. Incomplete applications will not be processed.*** Closing date postmarks or faxes will **NOT** be accepted. This recruitment will establish a list that may or may not be used by other departments. Prior applicants must reapply to be considered.

Applicants will be screened and those considered best qualified will be invited to appear for an oral and/or written examination. Meeting the announced requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.

Veterans' Credit: Veterans (as defined by California Government Code section 18973) who have been discharged from military service under conditions other than dishonorable and who receive a passing score on all components of the employment examinations (up to and including oral examinations) shall receive credit for an additional five points to be added to their final examination score. To be considered for this credit, a veteran **MUST** provide a copy of his or her discharge document (DD-214 or equivalent) and information as to the type of discharge (honorable, dishonorable, etc.) **WITH THE EMPLOYMENT APPLICATION ON OR BEFORE THE FINAL FILING DATE.**

Applicants are encouraged to apply on-line at [apply online](#) or submit an application to the Shasta County Personnel Office.

Arrangements may be made to accommodate applicants with disabilities. Requests for accommodations may be made to the Shasta County Personnel Office by the filing deadline posted on this bulletin. Shasta County does not discriminate on the basis of disability. If you feel you are being denied service based on a disability, our ADA Coordinator may be reached at (530) 225-5515; relay service (800) 735-2922; fax (530) 225-5345.



SHASTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Shasta County Personnel
1450 Court Street, Suite 348; Redding, CA 96001; (530) 225-5515

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