

W. H. A.  
03-7-30-12

## **AGENDA COVER MEMORANDUM**

**AGENDA DATE:** July 30, 2003

**PRESENTED TO:** Board of County Commissioners

**PRESENTED BY:** Cindy Tofflemoyer, Personnel Analyst  
Karen Gillette, Public Health Manager

**AGENDA TITLE:** **IN THE MATTER OF CREATING A CLASSIFICATION AND  
SALARY RANGE FOR ENVIRONMENTAL HEALTH  
SUPERVISOR**

### **I. MOTION**

**MOVE APPROVAL OF ORDER \_\_\_\_\_ /IN THE MATTER OF CREATING THE  
CLASSIFICATION AND SALARY RANGE FOR ENVIRONMENTAL HEALTH  
SUPERVISOR.**

### **II. ISSUE**

A position review has determined that there is a need to establish a new classification in the Public Health Division. The position will be responsible for administering and oversight of the Environmental Health program.

### **III. DISCUSSION**

#### **A. Background**

For several years, the Environmental Health program has been administered by the Public Health Engineer classification. The job duties and responsibilities of administering the program have changed substantially over this period of time to warrant creating a new classification and salary range that appropriately reflects the current expectations and responsibilities.

#### **B. Analysis**

In 1995 the Board of County Commissioner's split the Environmental Health Division into two separate operations; the Restaurant and Pool Inspections program to be administered under Health and Human Services/Public Health and the Sub Surface Sanitation program to be administered under Public Works/Land Management.

Over the last several years the scope of duties and responsibility for the Restaurant and Pool Inspections program has expanded to include supervisory work related to facility inspections in Environmental Health, participation in Bio-terrorism planning and mitigation, public health emergency response, Environmental Health program budget oversight and animal bites and food borne disease responses.

A point factor analysis was done and places the Environmental Health Supervisor classification at grade 40 (\$48,235-\$66,747) in our compensation plan. Human Resources conducted a survey of comparable Oregon counties that utilize similar classifications and the proposed salary range is mid-range with our comparators. Internally this compensation range is comparable with the Mental Health Supervisor, Corrections Health Nursing Supervisor and Public Health Nursing Supervisor classifications.

**Budget:**

A vacant Public Health Engineer position will be re-titled Environmental Health Supervisor. The position is included in Health and Human Services FY 03-04 budget.

**C. Alternatives/Options**

1. Adopt the proposed classification and salary range as described above.
2. Reject the motion.

**D. Recommendation**

It is recommended that the Board of County Commissioners adopt the motion to establish the classification and salary range for the Environmental Health Supervisor classification.

**IV. IMPLEMENTATION/FOLLOW-UP**

Following Board action, the department will begin the approved personnel process of hiring according to the timelines established by Health and Human Services.

**V. ATTACHMENT**

Board Order  
Environmental Health Supervisor classification specifications

**IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON**

**ORDER NO.**

***) IN THE MATTER OF CREATING A  
)CLASSIFICATION AND SALARY  
)RANGE FOR ENVIRONMENTAL  
)HEALTH SUPERVISOR***

**WHEREAS**, Human Resources has completed a review and point factor of the proposed Environmental Health Supervisor classification

**WHEREAS**, it is the intent of Lane County to properly classify positions with regard to duties and compensation; and

**WHEREAS**, changes to the classification and compensation plans require board approval; and

**IT IS NOW HEREBY ORDERED** that the new classification of Environmental Health Supervisor and salary range be approved as follows:

Environmental Health Supervisor     Range 40: \$48,235-\$66,747

**DATED** this \_\_\_\_ day of July, 2003.

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Peter Sorenson, Chair  
Lane County Board of Commissioners

**IN THE MATTER OF CREATING A CLASSIFICATION AND SALARY  
RANGE FOR ENVIRONMENTAL HEALTH SUPERVISOR**

## **ENVIRONMENTAL HEALTH SUPERVISOR**

### **DEFINITION**

To supervise, plan, and organize the operations of the environmental health program; to perform professional environmental health work; and to perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Public Health Manager.

Exercises direct supervision over assigned technical, professional and support staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for evaluating and designing the environmental health program.

Plans, prioritizes, assigns, supervises and reviews the work of environmental health staff.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Assesses the environmental health needs of the community and, with appropriate groups, plans and develops programs to meet those needs. Provides education to the community on environmental health issues.

Determines compliance with applicable provisions of Oregon Revised Statutes pertaining to environmental health standards and sanitation. Conducts or supervises plan reviews for new and remodeled restaurants, tourist facilities and public swimming pools.

Maintains a database of information on existing and proposed restaurants, tourist facilities and public swimming pools.

Conducts periodic inspections to determine conformance with project plans, specifications and applicable County and state regulations.

Available as needed to assist in answering questions from members of the public regarding animal bites, food handler issues, licenses and permits.

On-call status for environmental disaster response 24 hours per day, seven days per week. Also share on-call with designated supervisors for public health emergencies.

Participates in disaster preparedness plan.

Provides environmental health support to the Communicable Disease Team for epidemiological investigations.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles, practices, methods and techniques of environmental health and public health.

Applicable federal, state and County rules and regulations pertaining to health.

The use of modern laboratory operating standards and procedures.

Principles of supervision, training and performance evaluation.

##### Ability to:

Supervise, train and evaluate assigned staff.

Apply modern environmental health and administrative methods and techniques to operational situations.

Prepare technical reports and evaluate public health problems.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Bachelor's degree from an accredited college or university with at least 45 quarter hours, or the equivalent semester hours, in science courses relating to environmental sanitation and

Experience:

Two years of experience in environmental sanitation under the supervision of a registered sanitarian and progressively responsible experience in a public health agency

**OR**

Training:

A Master's degree in an environmental science, public health, public administration or related field and

Experience:

Two years progressively responsible experience in a public health agency.

An equivalent combination of experience and training determined by the Oregon Sanitarians Registration Board that demonstrates the required knowledge and abilities is qualifying.

Special Requirements:

Registration as a Sanitarian in the State of Oregon, pursuant to ORS 700.030

Possession of a valid Oregon driver's license at time of appointment.