

**VENTURA COUNTY RESOURCE MANAGEMENT AGENCY INVITES APPLICATIONS  
FOR:**



**Environmental Health Specialist  
I/II/III - Community Services  
Section  
0943RMA-08AA (NF)**

*An Equal Opportunity Employer*

**SALARY RANGE (approximate)**

\$19.28 - \$33.17 Hour \$3,341.53 - \$5,749.60 Monthly \$40,098.33 - \$68,995.23 Annually

This posting is for the Ventura County Resource Management Agency; vacancy location is Ventura and may require travel throughout Ventura County.

**POSITION INFORMATION**

Under immediate supervision (I), general supervision (II), direction (III), performs progressively complex professional environmental health activities involving investigation, inspection, data collection and analysis, enforcement action, report preparation and public contact; assists in environmental health program administration; and performs related duties as required.

**Distinguishing Characteristics:**

Each level differs from the preceding level in that work is done more independently with less supervision. Each level performs increasingly responsible public contact; interaction with public and private entities; conflict resolution; and a wider range of environmental health projects at a higher level of complexity (i.e., understanding concepts relating to environmental, biological, water, wastewater, etc.). Each succeeding step in the job series is expected to function at a higher level of individual initiative, creativity, self-direction, and independent judgment.

**APPROXIMATE SALARY:**

EHS I: \$3,341.53 - \$4,676.25 (monthly)  
EHS II: \$3,691.55 - \$5,153.86 (monthly)  
EHS III: \$4,098.71 - \$5,749.60 (monthly)

Actual starting salary is negotiable depending on individual background. The Agency anticipates starting most new employees at midpoint of the salary range. Those hired at a lower level may be promoted to the next level(s) up to the III without further competition based upon completion of the minimum requirements, continued good performance, and the needs of the division.

**EDUCATIONAL INCENTIVE:** Possible educational incentive of 2.5%, 3.5%, or 5% based on completion of Associate's, Bachelor's, or Master's degree.

**AGENCY/DEPARTMENT:** Resource Management Agency, Environmental Health Division, Community Services Section

Environmental Health Specialists are represented by the Service Employees International Union (SEIU) and are exempt from overtime compensation.

The eligible list established from this recruitment may be used to fill current and future, regular, temporary, fixed-term, intermittent, extra-help vacancies for this position within the Resource Management Agency, Environmental Health Division, Community Services Section. There are currently five vacancies.

**OPENING DATE:** June 17, 2008

**CLOSING DATE:** Continuous until the needs of the division are met (may close at any time.)

**Examples Of Duties:** Duties may include but are not limited to the following:

- Performs inspections of various facilities and properties to determine conformance with applicable State laws and County Ordinance Code sections.
- Researches, compiles, synthesizes, analyzes and interprets information and data necessary to meet environmental health objectives.
- Prepares written reports and makes recommendations for completion of environmental health projects.
- Makes oral presentations to public groups and governmental bodies to explain and clarify environmental health reports and recommendations.
- Coordinates and/or negotiates with other individuals, developers, groups, sections, divisions, departments and agencies on various technical or legal aspects of environmental programs, some of which may be controversial or politically sensitive.
- Coordinates environmental health projects, defines problems and alternative solutions, and sets objectives.
- Conducts field investigations of various sites in order to have first-hand knowledge of the location under study.
- Provides general information to the public in response to questions about projects, environmental health programs, applicable ordinances, policies and procedures.
- May participate in enforcement activities which include civil or criminal cases and may involve issuance of citations, collection of evidence and court appearances.

**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:**

**MINIMUM QUALIFICATIONS**

At the I level, some experience in environmental health which has lead to the required knowledge and abilities. The successful candidates will normally have at least a Bachelor's degree in Environmental Health Science or a related field AND MUST HAVE either:

1. A letter of eligibility issued by the State of California Department of Public Health (DPH) authorizing admittance to the State registration examination for Environmental Health Specialist. The letter must indicate that the applicant is qualified by DPH in Option III, Option IV, or Option V pursuant to the California Health and Safety Code, Section 106635. Applicants with a letter from DPH indicating eligibility in Option I or II will not be considered for this position. For further information on State Registration requirements, you may call 916/449-5663.
- OR:
2. Proof of registration as an Environmental Health Specialist by the State of California State Department of Public Health.
- OR:
3. Possession of a Bachelor's degree in Environmental Health from a program approved by

the State of California Department of Public Health. Current approved programs are those offered at:

1. California State University, Fresno
2. California State University, Northridge
3. California State University, San Bernardino
4. Loma Linda University
5. University of California, Los Angeles

Candidates hired at the I level must obtain and show proof of registration as an Environmental Health Specialist from the California Department of Public Health within the first twelve months of employment. At the II level, must have registration as an Environmental Health Specialist in the State of California. At the III level, in addition to the previous requirements, must have two or more years' progressively responsible environmental health experience. A Master's degree in Environmental Health Science or a closely related field may substitute for one year of experience.

Must possess at the time of appointment, and maintain thereafter, a valid California driver license.

**Supplemental Information:**

Work is performed in an office environment and in the field and may require occasional exposure to hazardous conditions and moderate physical demands while making inspections.

**EXAMINATION PROCESS**

**FINAL FILING DATE:** This is a continuous recruitment and can be closed at any time. Your application must be received by the County of Ventura, Human Resources Division in Ventura, California, no later than 5:00 p.m. on the date the recruitment is closed.

To apply on-line refer to web site: [www.ventura.org/hr](http://www.ventura.org/hr). If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials. Our address is: County of Ventura, Human Resources Division, 800 S. Victoria Ave., Loc. # 1970, Ventura, CA 93009. We do not accept resumes in lieu of our application form, nor do we accept any application materials via email.

Applicants must provide sufficient information under the Education/Work experience portion of the application to determine eligibility. Using "See Resume" or "Text Resume" instead of adequately completing all sections of the application will result in the application being removed from further consideration.

**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 -100%:** An application evaluation will be conducted. A score will be assigned based upon established criteria from information provided in the application and the Supplemental Questionnaire. Depending on the number of qualified applicants, a passing score of 70% may be awarded for purposes of placement on the list and certification to the division for an interview. Either method used, such score will be deemed to be the final score for purposes of placement on the eligible list.

Candidates successfully completing the examination process may be placed on an eligible list for a period one (1) year.

**BACKGROUND INVESTIGATION:** Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, credit, criminal background information, and driving record.

For further information about this recruitment, please contact Liz Sandoval by e-mail at [liz.sandoval@ventura.org](mailto:liz.sandoval@ventura.org) or phone at (805) 654-2482.