

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENVIRONMENTAL HEALTH SPECIALIST II

POSITION CODE: 13769
Effective: 12-20-01

DISTINGUISHING FEATURES OF WORK

Under general supervision, performs working level professional environmental health duties in the enforcement of state and federal laws pertaining to the preservation of public health and safety against environmental hazards, the maintenance of sanitary conditions in specified public use areas, the prevention and control of communicable diseases which are caused or spread by environmental factors; independently performs routine inspections and surveys in single or multiple program areas; explains related laws and outlines violations; performs routine inspections and reinspections and participates in the conduct of investigations; collects samples and evaluates laboratory reports with the supervisor.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs routine public health inspections and surveys to assess compliance with applicable state and federal laws, rules and regulations or to assess potential danger regarding exposure to hazardous substances or conditions; prepares, and submits for supervisory approval, inspection itinerary plans and independently performs field inspection duties, which span single or multiple program areas within a single functional division of the department, with unusual situations and problems being reported to the supervisor for consideration and disposition.
2. Explains state and federal laws, rules and regulations governing assigned public health programs to owners, operators, and other principals involved in the inspection process; delineates violations and areas needing improvement; recommends corrective measures that will improve public health related operations and/or bring the operation into compliance, pending supervisory review and approval; performs routine inspections and reinspections to verify that recommended corrective measures have been taken.
3. Participates in investigations of complaints, potential violations of applicable laws and regulations, suspected environmental hazards, public health emergencies, and possible cases of environmentally carried illness or disease; conducts interviews, collects samples, examines sites, gathers information and data, and documents evidence; assists in evaluating damage at emergency sites.
4. Collects, prepares, packs and submits for laboratory testing samples of air, water, soil, milk, food, and/or other substances; evaluates lab reports with the supervisor, provides input on necessary follow-up action, and effects corrective measures as directed; performs field tests of equipment to ensure proper functioning; using field testing kits, collects and analyzes samples in the field.
5. Responds to routine public inquiries regarding department rules and regulations, federal and state laws, problems, and similar matters as they relate to assigned program areas; cooperates with other department staff and local public health employees where program responsibilities overlap.

ENVIRONMENTAL HEALTH SPECIALIST II (Continued)

6. Assists in assembling evidence for use in legal actions; testifies in court in support of inspection findings as required.
7. Monitors or assists in monitoring classroom training and the examination of candidates for certification in food service sanitation, structural pest control, and lead and asbestos licensure and swimming pool operator certification; maintains integrity and security of examination booklets; submits answer sheets and transmittal reports; arranges for and monitors "challenge" examinations.
8. Prepares detailed inspection reports, activity logs, and other written materials for supervisory review.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires a bachelor's degree from an accredited university or college with a minimum of 30 semester hours in the physical and/or biological sciences.

Requires one year professional experience in environmental health.

Knowledges, Skills and Abilities

Requires working knowledge of biology, chemistry, microbiology, and toxicology as they relate to environmental health and safety.

Requires working knowledge of epidemiology and the relationship of environmental conditions to the spread of disease.

Requires working knowledge of environmental health sanitation principles and practices.

Requires working knowledge of state and federal laws and department rules relating to the preservation of public health and safety against environmental hazards, the maintenance of sanitary conditions in public use areas, and the prevention and control of communicable diseases which are caused or spread by environmental factors.

Requires working knowledge of field sampling and equipment and testing techniques.

Requires ability to independently conduct routine field inspections and surveys to determine eligibility for licensure or certification and/or assess compliance with applicable state and federal laws, rules and regulations.

Requires ability to examine sites, collect data, conduct interviews, and otherwise assist in environmental health investigations.

Requires ability to operate field testing equipment and analyze results.

Requires ability to collect, evaluate, or assist in the evaluation of air, water, soil, milk, food and/or other substance samples.

Requires ability to speak to small and medium groups of people.

Requires ability to explain pertinent state and federal laws, regulations, requirements and department policies to persons involved in the inspection process and to the general public.

Requires ability to prepare detailed inspection reports, correspondence, activity logs, and other materials.

Requires ability to communicate effectively both verbally and in writing.

Requires ability to establish and maintain satisfactory working relationships with coworkers, owners, operators, and the general public.

Requires an appropriate valid driver's license and the ability to travel.