

ASSOCIATE PUBLIC HEALTH SANITARIAN

General Statement of Duties and Responsibilities

This class of positions encompasses difficult supervisory responsibilities of various complexities involving inspections to assure compliance with pertinent laws, rules and regulations governing the areas of food, drugs, general environmental sanitation, safety and health standards. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, as the supervisor of a minor segment, or as principal assistant to the supervisor of a moderately-sized segment, assists in directing an inspection program to improve food, drug, general environmental sanitation, safety and health standards, and to assure compliance with pertinent laws, rules and regulations governing these areas of activity.

Examples of Typical Tasks

Assigns, supervises, counsels and evaluates the work of subordinate staff.

Directs programs to enforce the Health Code and assists in planning and executing special projects and surveys.

Reviews reports of inspections, makes recommendations on future actions, and follows up on disposition of reported complaints and violations.

Conducts in-service training programs and gives technical guidance to subordinate staff in more difficult inspections.

Checks and instructs private inspectors employed by food plants to carry out the self-inspection program.

Studies and evaluates protests from the public and food plant owners; makes special inspections and investigates unusual conditions.

Interprets Health Code requirements and departmental regulations to industry and the public in their application to proposed methods, processes and equipment.

Inspects construction of food plants and other establishments for conformance with environmental sanitation regulations and with approved plans and specifications.

Participates in office hearings on violations and advises subordinate staff in drawing up and presenting cases in court.

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Acts as liaison with other units of the Department and with other governmental agencies.

In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level II

Under direction, as the supervisor of a moderately-sized organizational segment, or as principal assistant to the supervisor of a major organizational segment, performs highly responsible administrative work in directing a regulatory and inspection program governing the areas of food, drugs, general environmental sanitation, and safety and health standards, to assure compliance with pertinent laws, rules and regulations governing these areas of activity.

Examples of Typical Tasks

Enforces the Health Code and assists in the development of procedures designed to implement the policies and objectives of the Department of Health.

As supervisor of a moderately-sized organizational segment, directs the planning of an in-service training program; assigns, supervises, counsels and evaluates work of subordinates; reviews and takes appropriate action on all reports submitted by subordinates; supervises maintenance of records and prepares periodic reports and recommendations; formulates plans for special surveys and activities; plans immediate and long-range programs; interprets policies and programs through administrative channels; prepares annual budget requests.

May act as principal assistant to the supervisor of a major organizational segment engaged in the activities mentioned in the preceding paragraph.

In the temporary absence of the supervisor, may perform the duties of that position.

Assignment Level III

Under direction, performs highly responsible administrative work in directing the operations of a major organizational segment of the inspection programs in the areas of food, drugs, general environmental sanitation, safety and health standards, to assure compliance with pertinent laws, rules and regulations.

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Assignment Level III (continued)

Examples of Typical Tasks

Plans, directs and coordinates the activities of a major organizational segment of the environmental sanitation inspection program.

Enforces the Health Code and assists in the development of procedures to implement the policies and objectives of the Department of Health.

Supervises and directs the planning of an in-service training program; assigns, supervises, counsels and evaluates work of subordinates; reviews and takes appropriate action on all reports submitted by subordinates; supervises maintenance of records and prepares periodic reports and recommendations; formulates plans for special surveys and activities; plans immediate and long-range programs; interprets policies and programs through administrative channels; prepares annual budget requests.

Organizes and participates in training courses such as those for food plant employees.

Makes recommendations for new or revised legislation, or for revisions, deletions or additions to the Health Code.

Acts as liaison with other organizational segments of the Department, and with other governmental agencies; interprets Health Code requirements and departmental regulations to industry and the public in their application to proposed methods, processes and equipment.

May recommend the approval or disapproval of applications to conduct trades or businesses under permit to the Department of Health, such as barber shops, pet shops, laundries, beauty salons, etc.

In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 30 credits in the biological and/or physical sciences, and two years of satisfactory full-time experience performing inspections to assure compliance with pertinent laws, rules and regulations governing the areas of food, drugs and general environmental sanitation; or

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Qualification Requirements (continued)

2. An associate degree from an accredited college, including or supplemented by 12 credits in the biological and/or physical sciences, and four years of satisfactory full-time experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least 60 credits from an accredited college, including at least 12 credits in the biological and/or physical sciences, and at least two years of experience as a public health sanitarian.

Direct Lines of Promotion

From: Public Health Sanitarian (31215)

To: Administrative Public Health
Sanitarian (M82989)