

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday October 26, 2016 @ 9:00 A.M.
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



AGENDA

MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**
The following draft minutes are submitted for approval:
 - a. September 28, 2016
4. **Civil Service Commission Annual Report**
5. **Specifications – Revised**
 - a. Environmental Health Specialist Aide/I/II/III
6. **Commission Calendar Dates for 2017**
7. **Reports**
 - a. Commission President
 - b. Commission Counsel
 - c. Commission Secretary
8. **Adjournment**

Civil Service Commission

The San Luis Obispo County Civil Service Commission
Regular Session Meeting
Wednesday, September 28, 2016 @ 9:00 AM
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION
Robert Bergman, President
Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

Present: President Bergman, Vice President Ohannesian, Commissioner Caruthers, Commissioner Tappan, Commissioner Stewart

Staff: Acting Commission Secretary Jamie Russell, Commission Clerk Sarah Kidd

Counsel: Commission Counsel Tim McNulty

1. Call to Order/ Flag Salute/ Roll Call

President Bergman called the meeting to order at 9:00 AM and led the flag salute.

2. Public Comment Period

President Bergman asked for Public Comment. Being none, he closed the public comment period. Commission Counsel, Tim McNulty introduced new Counsel, Adrienne Ratner.

3. Minutes – July 27, 2016

President Bergman asked for corrections or revisions to the July 27, 2016 meeting minutes. Vice President Ohannesian made a motion to approve the minutes as presented; Commissioner Caruthers seconded the motion. Commissioner Tappan and Commissioner Stewart abstained as they were absent from the July 27, 2016 Meeting. The motion passed 3-0-2.

4. Specifications – New

a. Forensic Pathologist: Personnel Analyst, Taj D'Entremont presented the new specification and introduced Commander Aaron Nix from the Sheriff's office. Ms. D'Entremont explained the purpose for the new specification. The Commission questioned Ms. D'Entremont and Commander Nix. President Bergman asked for public comment. Being none, Commissioner Stewart made a motion to approve the new specification as presented; Commissioner Caruthers seconded. The motion passed 5-0-0.

b. Assistant Agricultural Commissioner and Sealer: Personnel Analyst, Mark McKibben presented the new specification and introduced Marty Settevendemie, Agricultural Commissioner and County Sealer. Mr. McKibben explained the purpose for the new specification. The Commission questioned Mr. McKibben, and Mr. Settevendemie. Recommendations were made by the Commission to amend the new specification. President Bergman asked if there was public comment. Being none, Commissioner Ohannesian made a motion to approve the new specification as amended, Commissioner Tappan seconded. The motion passed 5-0-0.

5. Reports

a. Commission President: No report.

b. Commission Counsel: No report.

c. Commission Secretary: Acting Commission Secretary, Jamie Russell, confirmed dates with the Commission for a hearing to directly follow the November 16, 2016 Regular Scheduled Meeting, as well as the following day, on November 17, 2016.

Civil Service Commission

6. Closed Session (per Government Code Section 54957): Hearing and Deliberations Process regarding Appeal #A15-03

No action taken during closed session.

7. Adjournment

President Bergman adjourned the meeting at 10:11am.

** Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

DRAFT



SAN LUIS OBISPO COUNTY CIVIL SERVICE COMMISSION ANNUAL REPORT

FY 2015-2016

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INTRODUCTION

Introduction

AUTHORITY AND PURPOSE

The County Civil Service Commission shall prescribe, amend, repeal and enforce rules for the classified service, which shall have the force and effect of law, shall keep minutes of its proceedings and records of its examinations and shall, as a board or through a single Commissioner, make investigations concerning the enforcement and effect thereof and of the rules and efficiency of the service. It shall make an annual report to the Board of Supervisors. Additionally, the Human Resources Director, under general supervision of the Commission, shall administer the civil service system pursuant to the rules adopted by the Commission and advise the Commission upon civil service matters.

COUNTY CODE: TITLE 2 – ADMINISTRATION AND PERSONNEL

There is established in the County a civil service system to be governed by the provisions set forth in this chapter and in the County Civil Service enabling law. Click through the chapter sections below to view the County Code.



Chapter 2.40 - CIVIL SERVICE SYSTEM

- 2.40.010 - Adoption.
- 2.40.020 - Commission—Creation—Membership.
- 2.40.030 - Compensation for commission members.
- 2.40.040 - Operating funds.
- 2.40.050 - Contracting for examinations.
- 2.40.060 - Classified and unclassified service.
- 2.40.070 - Duties of commission and personnel director.
- 2.40.080 - Commission rules.
- 2.40.090 - Vacancies in peculiar positions.
- 2.40.100 - Examination requirements.
- 2.40.110 - Discrimination prohibited.
- 2.40.120 - Reductions, suspensions and dismissals.
- 2.40.130 - Employee status.
- 2.40.140 - Prerequisites to salary payment.
- 2.40.150 - Veteran's preference.

HUMAN RESOURCES MISSION STATEMENT

We attract, select, develop, and retain a talented and diverse workforce through strategic collaboration. We provide high quality and cost effective programs to cultivate a healthy, safe and productive work environment to maximize individual and organizational potential.

GRIEVANCES, APPEALS AND LITIGATION

Grievances, Appeals and Litigation

The Commission's rules outline the procedure for resolving employment disputes prior to requesting a hearing. No appeals were brought to the Commission in FY 2015-2016.

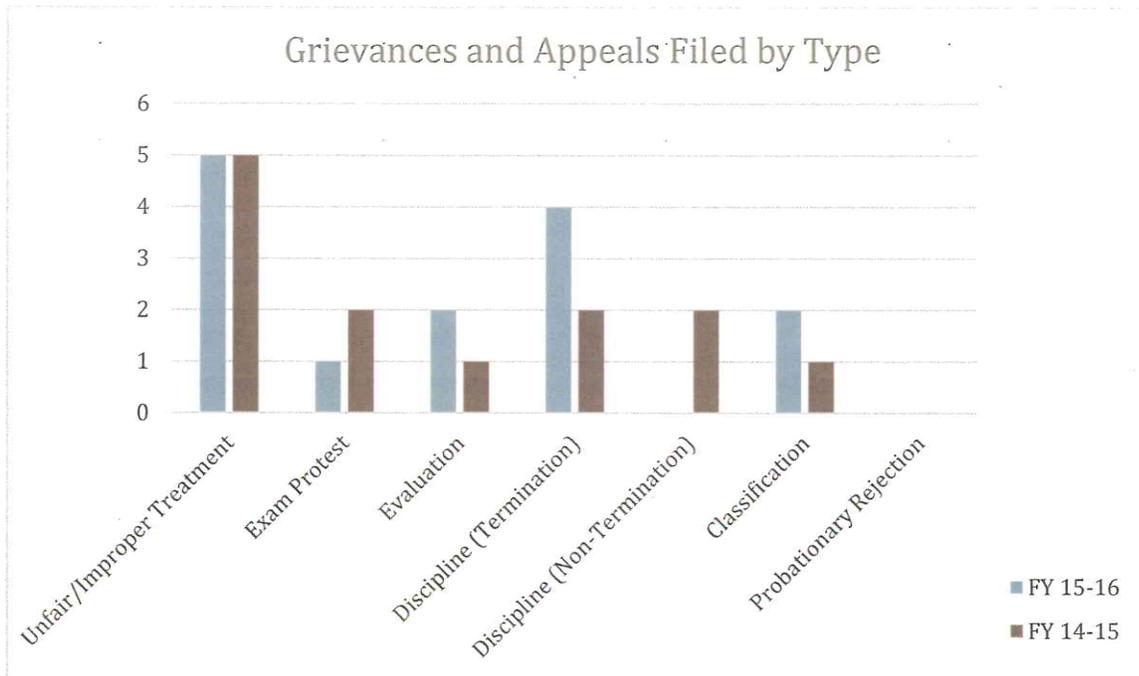
**Indicates departmental/divisional reorganization*

STATISTICAL SUMMARY

GRIEVANCES AND APPEALS FILED BY DEPARTMENT

DEPARTMENT	15/16	14/15	13/14	12/13	11/12
ADMINISTRATIVE OFFICE					
AGRICULTURAL COMMISSIONER					
ASSESSOR			3	1	1
AUDITOR-CONTROLLER/TREAS TAX*					
AUDITOR-CONTROLLER					
TREASURER/TAX COLLECTOR					
CENTRAL SERVICES		3	1	1	1
CHILD SUPPORT SERVICES					
CLERK-RECORDER					
COUNTY COUNSEL					
DISTRICT ATTORNEY		1	2		
FARM ADVISOR					
HEALTH AGENCY*	7	3		4	
DRUG & ALCOHOL SERVICES			1		
MENTAL HEALTH			4		
PUBLIC HEALTH			1		
HUMAN RESOURCES					
INFORMATION TECHNOLOGY					1
LIBRARY					
PARKS AND RECREATION	1				
PLANNING AND BUILDING	2	2		1	
PROBATION	1			1	1
PUBLIC WORKS	1	1	2		
SHERIFF-CORONER		1	1		
SOCIAL SERVICES	2	2	7	2	1
VETERANS SERVICES					
TOTAL	14	13	22	10	5

GRIEVANCES, APPEALS AND LITIGATION



	FY 15-16	FY 14-15
Filed	14	13
Carried forward from previous fiscal year	6	0
Resolved prior to Commission hearing (Resolved, Withdrawn, Dismissed)	17	7
Hearings before the Commission	0	1
Pending Appeals and Grievances	3	5

Litigation Filed 7/7/14 – Status is Pending

CV 120308 (Sanchez v. The County of SLO & SLO County Civil Service Commission)

COMMISSION MEETINGS

Commission Meetings

SCHEDULED MEETINGS

The Civil Service Commission held nine (7) regular session meetings, four (2) of which included closed session, and five (1) special meetings for grievance/appeal were held.

- | | |
|-------------------------------------|-------------------------------------|
| • July 22, 2015 Cancelled | • January 27, 2016 Cancelled |
| • August 26, 2015 Regular Session | • February 24, 2016 Regular Session |
| • September 23, 2015 Cancelled | • March 23, 2016 Regular Session |
| • October 28, 2015 Regular Session | • April 27, 2017 Regular Session |
| • November 18, 2015 Regular Session | • May 25, 2016 Regular Session |
| • November 18, 2015 Special Session | • June 22, 2016 Cancelled |
| • December 16, 2015 Cancelled | |

COMMISSION BUSINESS HIGHLIGHTS

- Newly appointed Commissioner: Erica Stewart for District 3 on January 26, 2016.
- Commissioner Bergman was appointed Commission President, and Commissioner Ohannesian was appointed Commission Vice President.
- The Commission approved 15 new and 7 revised classification specifications.
- Fiscal Year 14-15 Civil Service Annual Report was presented to the Commission.
- Civil Service Commission implemented a routine rule change process.

CLASS SPECIFICATION ACTIVITY

Class Specification Activity

CLASSIFICATION SPECIFICATIONS

Classification specifications are the foundation of the County's job classification and compensation systems. There were one hundred forty five and a quarter (145.25) FTE positions impacted by classification additions/revisions in FY 15-16, summarized as follows.

NEW CLASSIFICATIONS

- DIVISION MANAGER – ADMINISTRATIVE OFFICE (2)
- SAFETY COORDINATOR – PUBLIC WORKS (1)
- SOCIAL WORKER AIDE I,II,III SERIES (16)
- BEHAVIORAL HEALTH PROGRAM SUPERVISOR (1)
- LICENSED PSYCHIATRIC TECHNICIAN/ LICENSED VOCATIONAL NURSE I,II,III (.75)
- LIBRARY ASSOCIATE I,II,III (33)
- LIBRARIAN (2)
- COORDINATING LIBRARIAN (5)
- SENIOR LIBRARY ASSOCIATE (9)
- LIBRARY BRANCH MANAGER (3)
- WASTE WATER SYSTEMS SUPERINTENDENT (1)
- ASSISTANT DIRECTOR OF PARKS & RECREATION (1)
- PURCHASING MANAGER (1)
- COMMUNITY HEALTH NURSE I,II (27.5)
- PUBLIC HEALTH NURSE I,II, SENIOR (27.5)

REVISED CLASSIFICATIONS

- CHIEF DEPUTY PROBATION OFFICER (4)
- SUPERVISING DEPUTY PROBATION OFFICER (14)
- WATER SYSTEMS SUPERINTENDENT (1)
- WATER SYSTEMS WORKER CLASS SERIES (17)
- PARKS SUPERINTENDENT (2)
- AIRPORT OPERATIONS SPECIALIST (2)
- AIRPORT MAINTENANCE WORKER (4)

RECRUITMENT ACTIVITY

Recruitment Activity

The Rules of the Commission that govern the County's recruitment process are in place to ensure that all examinations for employment are fair, impartial and consistent with merit system principles.

Application Summary	FY 15/16	FY 14/15	FY 13/14
Applications	13691	11899	10021
Recruitments	249	268	218
Recruitments by Category			
Permanent	191	141	199
Temporary	7	13	18
Continuous ¹	51	0	1
Recruitments by Type			
County Wide Promotional	9	0	2
Departmental Promotional	51	44	38
Lateral Transfer	0	0	0
Open	189	224	178
Hiring Activity			
Total Hires	497	457	457
Permanent	276	248	235
Temporary, Students, Seasonals & Others	221	209	222

Notable Increases Over Prior Year

Permanent Recruitments	35%
Applications	15%
Hires	9%

¹ Replaced substitutes with continuous, which is currently tracked in new system. Substitutes are no longer tracked due to insignificant numbers.

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity

While not a legal mandate, the County collects data on race and gender to identify groups which may be underrepresented in County employment as part of the Equal Opportunity plan.

RACE

	WHITE	HISPANIC	BLACK	AMER INDIAN OR ALASKAN NATIVE	ASIAN	TWO OR MORE RACES	OTHER/ BLANK	TOTAL
County Workforce	72.90%	13.47%	1.32%	0.19%	1.94%	8.67%	1.51%	2,583
New Hires	58.19%	20.21%	1.05%	0.35%	2.44%	17.42%	0.35%	497
Applications	59.21%	24.52%	4.31%	0.94%	5.54%	0.90%	4.58%	13,691
US Census Bureau (County of SLO 2010)	71.10%	20.80%	2.10%	No Data ²	4.20%	No Data ²	3.80%	269,637

GENDER

	FEMALE	MALE	UNKNOWN	TOTAL
County Workforce	58.85%	41.15%	0.00%	2,583
New Hires	62.72%	37.28%	0.00%	497
Applications	51.99%	44.90%	3.11%	13,691
US Census Bureau (County of SLO 2010)	48.70%	51.30%	0.00%	269,637

AGE

	UNDER 30	30-39	40-49	50-59	60 AND OVER	UNKNOWN	TOTAL
County Workforce	9.18%	26.05%	23.31%	31.44%	10.03%	0.00%	2,583
New Hires	31.01%	36.93%	17.42%	11.50%	3.14%	0.00%	497
Applications	37.36%	26.32%	15.59%	12.51%	3.46%	4.76%	13,691
US Census Bureau (County of SLO 2010)	39.90%	10.70%	12.70%	15.10%	21.50%	0.00%	269,637

² New category since 2010 census. Next census to be held 2020.

CONTACT INFORMATION

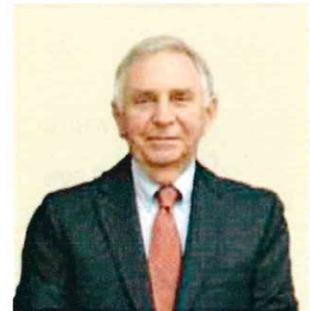
Contact Information

COMMISSION MEMBERS

The Commission is comprised of members appointed by the Board of Supervisors. The Commissioners serve four (4) year terms and remain on the Commission until a successor is selected.



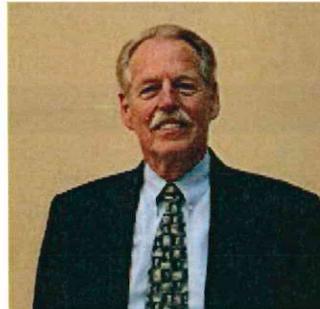
**Wayne Caruthers, Commissioner
District One**



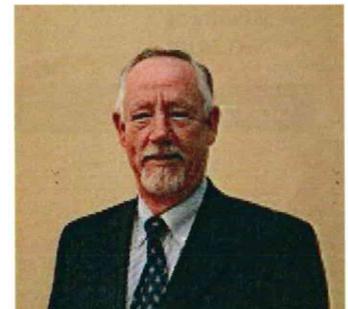
**Erwin Ohannesian, Commissioner
District Two**



**Erica Stewart, Commissioner
District Three**



**William Tappen, Commissioner
District Four**



**Robert Bergman, Commissioner
District Five**

STAFF TO THE CIVIL SERVICE COMMISSION

Tami Douglas-Schatz, Human Resources Director, Commission Secretary

Timothy McNulty, Assistant County Counsel, Commission Counsel

Steve Simas, Outside Counsel

Lacey Gabriel, Commission Clerk (FY 15-16), Sarah Kidd, Commission Clerk

ADDRESS – PHONE – WEBSITE

County of San Luis Obispo Civil Service Commission

1055 Monterey Street, Suite D-250, San Luis Obispo, CA 93408

805.781.5959

www.slocounty.ca.gov/hr/csc



HUMAN RESOURCES DEPARTMENT

SAN LUIS OBISPO COUNTY

TAMI DOUGLAS-SCHATZ, DIRECTOR

County Government Center, 1055 Monterey Street Suite D-250, San Luis Obispo, CA 93408

TO: Civil Service Commission

DATE: October 26, 2016

FROM: Taj D'Entremont, Personnel Analyst

SUBJECT: Revised Class Specification: Environmental Health Specialist Aide//II/III

RECOMMENDATION:

It is recommended that the Commission approve the updated Environmental Health Specialist Aide//II/III class specification as proposed.

DISCUSSION:

As part of the ongoing Specification Update Program and at the request of the Environmental Health Department, the Human Resources Department is proposing revisions to the Environmental Health Specialist Aide//II/III class specification. The specification was last updated in October 2000. The key substantive changes are as follows:

- 1) The Definition and Distinguishing Characteristics have been modified to provide additional information on existing programs in the Environmental Health Department and better clarify distinctions between the class levels in the series and services offered by Environmental Health.
- 2) The Representative Duties have been revised to more accurately reflect the vital and characteristic duties and associated responsibilities of this classification. While functions of the position have not changed, additional information has been added to provide clarification and further detail as to work performed in this classification.
- 3) Certification requirements have been added to reflect current federal and state requirements for various Environmental Health programs.
- 4) Formatting changes have been incorporated into the revisions to reflect the current template being utilized by the Human Resources Department.

The proposed classification functions and minimum requirements are consistent with other comparable counties.

OTHER AGENCY INVOLVEMENT:

The Environmental Health Department has been involved in the development of this specification and concurs with the specification as proposed. The Employee Association (SLOCEA) has also reviewed and provided input on the proposed specification.

Attachments:

Environmental Health Specialist Aide//II/III – Strikeout Version

Environmental Health Specialist Aide//II/III – Final Version

5a₁

~~PERSONNEL~~HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

ENVIRONMENTAL HEALTH AIDE
ENVIRONMENTAL HEALTH SPECIALIST I, II & III
(Career Series)

DEFINITION:

Classes in this Environmental Health Specialist is a professional class series responsible for program activities related to the protection of the environment and public health. Incumbents perform a wide variety of duties in the inspection, education, investigation and enforcement of federal, state, county and local laws and ordinances pertaining to environmental health issues; and do other related work as required.

Incumbents in the Environmental Health Specialist position may be assigned to a generalist role or specialty program area. Specialty program areas may vary, but can include cross connections, small water systems and land use, environmental health information technology, and Certified Unified Program Agency (CUPA) Programs. Incumbents may be required to attend training specific to their specialty assignment and, in some cases, will be required to obtain additional certification or training in accordance with federal and state law.

In addition, incumbents may be required to serve on the Hazardous Incident Response Team.

DISTINGUISHING CHARACTERISTICS:

TYPICAL TASKS: (Common to all levels)

~~Duties may include enforcement of federal, state, and local environmental health and consumer and environmental protection laws and regulations pertaining to various facilities and activities including food establishments; public and private drinking water systems and wells; solid waste disposal sites, and liquid waste disposal systems and sites; swimming pools/spas and public swimming places such as beaches and lakes; hazardous materials/waste and underground storage tank facilities; schools, institutions, organized camps and other housing facilities; issue permits or licenses when satisfactory conditions are found and take steps to correct unsatisfactory conditions. May be required to respond to hazardous or toxic chemical spills as part of an emergency response team; make investigations involving vectors (insects, arthropods, and rodents) of communicable diseases; instruct individuals and others in methods for protecting public health and the environment; maintain effective contacts with governmental officials, private businesses and the general public; investigate violations and complaints and prepare reports and recommendations; may be required to participate in a countywide program in the investigation and evaluation of radiological health hazards; may perform limited radiological monitoring; may review and assure compliance with public health and environmental conditions on new subdivisions, development plans, variances, and conditional use permits, and make recommendations on suitable water, wastewater and noise specifications; may prepare and present cases for hearing; prepare correspondence and advise on interpretation and application of environmental health laws and regulations; act as deputy health officer operating under specific~~

~~direction and authority for the health officer to maintain the health and safety of the general population; may make presentations before public bodies, community groups, school groups, etc.~~

~~DISTINGUISHING CHARACTERISTICS:~~

Environmental Health Aide: Incumbents in this classification perform the subprofessional and paraprofessional duties in support of ~~registered environmental health~~ personnel.

Environmental Health Specialist I: This is the ~~trainee entry~~ level classification ~~where incumbents of this professional series. Incumbents in this classification work under close supervision and guidance and are required to secure the necessary State of California Registered Environmental Health Specialist (REHS) certificate within 24 months from date of appointment of registered environmental health personnel and perform the more routine inspections and enforcement duties.~~

Environmental Health Specialist II: This is the ~~classification journey level for registered personnel possessing the required state REHS certificate.~~ classification in this professional series. Incumbents are expected to be fully competent; work with a minimum of supervision in many environmental health programs minimal supervision; and perform a wide range of inspection and enforcement duties.

Environmental Health Specialist III: This is the senior level ~~for classification in this professional registered personnel where incumbent series.~~ Incumbents are expected to make perform difficult, technical, complex enforcement duties; make independent judgments with minimal supervision, possess a high degree of organizational skill and environmental health expertise; work effectively demonstrate proficiency in most environmental health programs; train and effectively mentor staff; and lead a team of environmental health professionals. This In addition, this classification may serve as lead for a specialty program.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Perform inspections of various facilities (e.g. food establishments, public and private drinking water systems and wells, solid and liquid waste disposal, swimming pools/spas and other recreational swimming places such as beaches and lakes, body art facilities and practitioners, schools, institutions, organized camps and other housing facilities, and hazardous materials establishments) for compliance with federal, state and local laws and regulations in the interest of environmental health;
- Enforce federal, state, and local environmental health and consumer and environmental protection laws and regulations pertaining to various facilities and activities, including site remediation when appropriate and recommendation of action to correct unsatisfactory conditions;
- Issue permits when satisfactory conditions are found;
- Educate and instruct businesses and others in methods for protecting public health and the environment; and explain laws and regulations;
- Investigate violations, public complaints, or referrals; prepare reports, and recommend solutions;
- Prepare for court cases, inspection and search warrants, evidence collection and other formal enforcement actions; may testify in court under certain circumstances;

- May conduct reviews of various hazardous materials business plans and disclosures, site remediation plans, risk management prevention plans, development plans, construction plans, etc. to ensure compliance with public health and environmental condition regulations; may also serve make recommendations on suitable water and wastewater specifications;
- May investigate and evaluate radiological health hazards; and perform limited radiological monitoring;
- May prepare and present cases for hearing;
- May represent the department or serve as liaison before various state and local boards, councils, commissions, and agencies; and make presentations before public bodies, community groups, and school groups;
- Collect evidence and samples for laboratory testing;
- Maintain records of inspections and investigations;
- Prepare correspondence and advise on interpretation and application of environmental health laws and regulations;
- May train lower-level staff in work procedures and methods;
- Perform other related environmental health duties as manager of a specialized environmental program assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

Environmental Health Aide: Basic mathematics ~~and~~, biological principles, health and safety principles, and use of computers to accurately enter data and generate reports.

Environmental Health Specialist I: The above, plus: Basic principles of physical, biological and social sciences used in environmental quality control, including hazardous materials/wastes and their effects on human health and the environment if not properly handled, stored, treated and disposed; principles of environmental health.

Environmental Health Specialist II & III: The above, plus: Principles and practices of environmental health inspection, investigations, regulation and enforcement in one or more environmental health programs; functions and relationships among federal, state, regional, and local regulatory agencies responsible for investigating violations of environmental health and safety laws; case preparation for civil and/or criminal enforcement; the microbiology of organisms of public health significance; epidemiological investigation techniques; communicable diseases associated with food, water, wastewater, arthropods and rodents; emergency response procedures involving hazardous materials/wastes, liquid waste, food facility fires and other emergencies as they arise; computers, word processing, spreadsheets, and databases as appropriate to carry out typical tasks; hazardous materials/wastes and their impact on human health and the environment if not properly handled, stored, treated and disposed; and principles of basic toxicology and hazardous materials/waste properties as appropriate to job function.

Ability to:

Environmental Health Aide: Communicate effectively orally and in writing; establish and maintain effective working relationships with other officials, businesses and the general public; complete

assigned tasks in a timely manner; drive a motor vehicle safely; and use information technology systems to accurately enter data and generate reports.

Environmental Health Specialist I: The above, plus: Learn relatively complex scientific and regulatory information; ~~basic~~ effectively use a computer literacy; in the course of normal duties; prioritize work; ~~learn~~ effectively communicate both verbally and use basic computer applications; ~~complete assigned tasks in a timely manner~~ in writing; assess, evaluate, and investigate public complaints involving public or environmental health risk; analyze various situations and take appropriate actions; function as a working member of a group or team, as well as individually; detect environmental health related conditions harmful to ~~human~~ public health and the environment and ~~secure their correction~~ formulate and implement solid solutions; prepare and present comprehensive reports; effectively enforce laws and regulations; collect information and samples; and perform testing and monitoring procedures.

Environmental Health Specialist II: The above, plus: Understand Analyze and understand complex situations and comprehend scientific information, statutes, regulations, and procedures and ~~explain their application and public health significance to individuals, business owners, and others; work interdependently, with some assistance from the supervisor, make independent judgments and complete assigned tasks in a timely fashion; use computer programs necessary to carry out assigned tasks.~~ effectively

~~Environmental Health Specialist III: The above, plus: Teach complex scientific information, statutes, regulation and procedures to other staff and explain their application and public health significance to individuals, business owners, and others; work interdependently, with some assistance from the supervisor; inspect and survey various facilities to ensure conformity with environmental, health and safety laws, regulations, ordinances, and codes; gain compliance and cooperation of establishment representatives when engaging in enforcement/inspection; and complete assigned tasks in a timely fashion.~~

Environmental Health Specialist III: The above, plus: ~~teach~~ Instruct staff and others on complex scientific information, statutes, regulations and procedures; effectively train others on computer programs necessary to carry out assigned tasks; lead a group or team; work interdependently, ~~make independent judgments and complete assigned tasks in a timely manner~~ with minimal supervision; make independent judgments; demonstrate a high degree of organizational skill and professional expertise; and train and mentor staff.

EDUCATION/ AND EXPERIENCE:

Environmental Health Aide: Any combination of education and experience equivalent to completion of two years of college in the biological or physical sciences. No experience required.

Environmental Health Specialist I: Graduation from an accredited four-year college with a degree in the biological or physical sciences ~~or letter from the State of California certifying eligibility to take the REHS examination.~~ No experience required.

Environmental Health Specialist II: The above, plus: ~~Possession of a valid certificate as a Registered Environmental Health Specialist (REHS) issued by the California Department of Health Services~~ one year of progressively responsible professional work experience in an environmental health program.

Environmental Health Specialist III: The above, plus: ~~Two two~~ two years of progressively responsible professional work experience in ~~at least five more than one~~ at least two environmental health ~~programs and experience as a Registered Environmental Health Specialist. Or program; OR~~ specialized program ~~one~~ one year of experience as a Registered Environmental Health Specialist and one year experience in ~~an~~ one environmental health ~~specialized program~~ specialized program area.

LICENSES: (All levels) AND CERTIFICATES:

~~A valid driver's license is required at the time of application. A valid CALIFORNIA~~ A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

Environmental Health Specialist I: Must obtain State of California Registered Environmental Health Specialist (REHS) certification within 24 months from date of appointment.

Environmental Health Specialist II/III: Must possess current State of California Registered Environmental Health Specialist (REHS) certification.

Additional State Mandated Training:

All Environmental Health Specialists assigned to the CUPA program are required to possess HAZWOPER 40 Hour training certification.

All Environmental Health Specialists assigned to conduct underground storage tank (UST) inspections must obtain International Code Council California UST Inspector certification within 180 days of starting work in the UST program.

All Environmental Health Specialists assigned to conduct aboveground tank (AST) inspections must obtain Aboveground Petroleum Storage Act certification.

All Environmental Health Specialists assigned to the Cross Connection Control program are required to possess Cross Connection Control Program certification.

All Environmental Health Specialists assigned as a California Lead Poisoning Prevention Program (CLPPP) Lead Inspector/Risk Assessor must be certified by the California State Department of Public Health.

Hazardous Incident Response Team:

All Environmental Health Specialists assigned to the Hazardous Incident Response Team must possess HAZWOPER 40 Hour training certification, 4 hour OSHA First Responder Operations (FRO)

training certification, and must pass an annual medical monitoring examination AND must possess Hazardous Materials Technician 160 Hour certification or attend next available training following appointment to the Hazardous Incident Response Team.

OTHER CONDITIONS OF EMPLOYMENT:

Stand by and overtime may be required if assigned to on-call duty for responding to environmental or public health hazards; overtime may also be required to carry out weekend or afterhours duties as assigned.

All Environmental Health Specialists serving on the Hazardous Incident Response Team are required to be available for stand-by and on-call duty, and overtime.

SPECIAL SUBCLASS RECRUITMENT:

Recruitments

Positions in this classification may be assigned to a specialty program area. Program specific recruitments may be conducted depending on the vacancy that exists and the particular needs of the Environmental Health Division; for example, hazardous materials specialist. Specialized experience/employment standards in one of the specific program areas may be set forth at the time of recruitment.

This class specification generally describes the duties and responsibilities characteristic of the ~~position~~positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential ~~duties~~functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. ~~This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.~~

Adopted: ~~1~~ 01-10-63
BOS Approved: 00-00-00

Revised: 10-25-00

09-07-16

HUMAN RESOURCES DEPARTMENT
San Luis Obispo County

ENVIRONMENTAL HEALTH AIDE
ENVIRONMENTAL HEALTH SPECIALIST I/II/III
(Career Series)

DEFINITION:

Environmental Health Specialist is a professional class series responsible for program activities related to the protection of the environment and public health. Incumbents perform a wide variety of duties in the inspection, education, investigation and enforcement of federal, state, county and local laws and ordinances pertaining to environmental health issues; and do other related work as required.

Incumbents in the Environmental Health Specialist position may be assigned to a generalist role or specialty program area. Specialty program areas may vary, but can include cross connections, small water systems and land use, environmental health information technology, and Certified Unified Program Agency (CUPA) Programs. Incumbents may be required to attend training specific to their specialty assignment and, in some cases, will be required to obtain additional certification or training in accordance with federal and state law.

In addition, incumbents may be required to serve on the Hazardous Incident Response Team.

DISTINGUISHING CHARACTERISTICS:

Environmental Health Aide: Incumbents in this classification perform the subprofessional and paraprofessional duties in support of environmental health personnel.

Environmental Health Specialist I: This is the entry level classification of this professional series. Incumbents in this classification work under close supervision of registered environmental health personnel and perform the more routine inspections and enforcement duties.

Environmental Health Specialist II: This is the journey level classification in this professional series. Incumbents are expected to be fully competent; work with minimal supervision; and perform a wide range of inspection and enforcement duties.

Environmental Health Specialist III: This is the senior level classification in this professional series. Incumbents are expected to perform difficult, technical, complex enforcement duties; make independent judgments, possess a high degree of organizational skill and environmental health expertise; demonstrate proficiency in most environmental health programs; train and mentor staff; and lead a team of environmental health professionals. In addition, this classification may serve as lead for a specialty program.

REPRESENTATIVE DUTIES:

(Not in order of importance)

- Perform inspections of various facilities (e.g. food establishments, public and private drinking water systems and wells, solid and liquid waste disposal, swimming pools/spas and other recreational swimming places such as beaches and lakes, body art facilities and

practitioners, schools, institutions, organized camps and other housing facilities, and hazardous materials establishments) for compliance with federal, state and local laws and regulations in the interest of environmental health;

- Enforce federal, state, and local environmental health and consumer and environmental protection laws and regulations pertaining to various facilities and activities, including site remediation when appropriate and recommendation of action to correct unsatisfactory conditions;
- Issue permits when satisfactory conditions are found;
- Educate and instruct businesses and others in methods for protecting public health and the environment; and explain laws and regulations;
- Investigate violations, public complaints, or referrals; prepare reports, and recommend solutions;
- Prepare for court cases, inspection and search warrants, evidence collection and other formal enforcement actions; may testify in court under certain circumstances;
- May conduct reviews of various hazardous materials business plans and disclosures, site remediation plans, risk management prevention plans, development plans, construction plans, etc. to ensure compliance with public health and environmental condition regulations; may make recommendations on suitable water and wastewater specifications;
- May investigate and evaluate radiological health hazards; and perform limited radiological monitoring;
- May prepare and present cases for hearing;
- May represent the department or serve as liaison before various state and local boards, councils, commissions, and agencies; and make presentations before public bodies, community groups, and school groups;
- Collect evidence and samples for laboratory testing;
- Maintain records of inspections and investigations;
- Prepare correspondence and advise on interpretation and application of environmental health laws and regulations;
- May train lower-level staff in work procedures and methods;
- Perform other related environmental health duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

Environmental Health Aide: Basic mathematics, biological principles, health and safety principles, and use of computers to accurately enter data and generate reports.

Environmental Health Specialist I: The above, plus: Basic principles of physical, biological and social sciences used in environmental quality control, including hazardous materials/wastes and their effects on human health and the environment if not properly handled, stored, treated and disposed; principles of environmental health.

Environmental Health Specialist II/III: The above, plus: Principles and practices of environmental health inspection, investigations, regulation and enforcement in one or more environmental health programs; functions and relationships among federal, state, regional, and local regulatory agencies responsible for investigating violations of environmental health and safety laws; case preparation for civil and/or criminal enforcement; the microbiology of organisms of public health significance; communicable diseases associated with food, water, wastewater, arthropods and

rodents; computers, word processing, and databases as appropriate to carry out typical tasks; and principles of basic toxicology and hazardous materials/waste properties as appropriate to job function.

Ability to:

Environmental Health Aide: Communicate effectively orally and in writing; establish and maintain effective working relationships with other officials, businesses and the general public; complete assigned tasks in a timely manner; drive a motor vehicle safely; and use information technology systems to accurately enter data and generate reports.

Environmental Health Specialist I: The above, plus: Learn relatively complex scientific and regulatory information; effectively use a computer in the course of normal duties; prioritize work; effectively communicate both verbally and in writing; assess, evaluate, and investigate public complaints involving public or environmental health risk; analyze various situations and take appropriate actions; function as a working member of a group or team, as well as individually; detect environmental health related conditions harmful to public health and the environment and formulate and implement solid solutions; prepare and present comprehensive reports; effectively enforce laws and regulations; collect information and samples; and perform testing and monitoring procedures.

Environmental Health Specialist II: The above, plus: Analyze and understand complex situations and comprehend scientific information, statutes, regulations, and procedures and effectively explain their application and public health significance to individuals, business owners, and others; work interdependently, with some assistance from the supervisor; inspect and survey various facilities to ensure conformity with environmental, health and safety laws, regulations, ordinances, and codes; gain compliance and cooperation of establishment representatives when engaging in enforcement/inspection; and complete assigned tasks in a timely fashion.

Environmental Health Specialist III: The above, plus: Instruct staff and others on complex scientific information, statutes, regulations and procedures; effectively train others on computer programs necessary to carry out assigned tasks; lead a group or team; work interdependently with minimal supervision; make independent judgments; demonstrate a high degree of organizational skill and professional expertise; and train and mentor staff.

EDUCATION AND EXPERIENCE:

Environmental Health Aide: Any combination of education and experience equivalent to completion of two years of college in the biological or physical sciences. No experience required.

Environmental Health Specialist I: Graduation from an accredited four-year college with a degree in the biological or physical sciences or letter from the State of California certifying eligibility to take the REHS examination. No experience required.

Environmental Health Specialist II: The above, plus: one year of progressively responsible professional work experience in an environmental health program.

Environmental Health Specialist III: The above, plus two years of progressively responsible professional work experience in more than one environmental health program; OR one year of

experience as a Registered Environmental Health Specialist and one year experience in one environmental health program area.

LICENSES AND CERTIFICATES:

A valid California driver's license is required at the time of appointment and must be maintained throughout employment.

Environmental Health Specialist I: Must obtain State of California Registered Environmental Health Specialist (REHS) certification within 24 months from date of appointment.

Environmental Health Specialist II/III: Must possess current State of California Registered Environmental Health Specialist (REHS) certification.

Additional State Mandated Training:

All Environmental Health Specialists assigned to the CUPA program are required to possess HAZWOPER 40 Hour training certification.

All Environmental Health Specialists assigned to conduct underground storage tank (UST) inspections must obtain International Code Council California UST Inspector certification within 180 days of starting work in the UST program.

All Environmental Health Specialists assigned to conduct aboveground tank (AST) inspections must obtain Aboveground Petroleum Storage Act certification.

All Environmental Health Specialists assigned to the Cross Connection Control program are required to possess Cross Connection Control Program certification.

All Environmental Health Specialists assigned as a California Lead Poisoning Prevention Program (CLPPP) Lead Inspector/Risk Assessor must be certified by the California State Department of Public Health.

Hazardous Incident Response Team:

All Environmental Health Specialists assigned to the Hazardous Incident Response Team must possess HAZWOPER 40 Hour training certification, 4 hour OSHA First Responder Operations (FRO) training certification, and must pass an annual medical monitoring examination AND must possess Hazardous Materials Technician 160 Hour certification or attend next available training following appointment to the Hazardous Incident Response Team.

OTHER CONDITIONS OF EMPLOYMENT:

Stand by and overtime may be required if assigned to on-call duty for responding to environmental or public health hazards; overtime may also be required to carry out weekend or afterhours duties as assigned.

All Environmental Health Specialists serving on the Hazardous Incident Response Team are required to be available for stand-by and on-call duty, and overtime.

SPECIAL SUBCLASS RECRUITMENT:

Positions in this classification may be assigned to a specialty program area. Program specific

recruitments may be conducted depending on the vacancy that exists and the particular needs of the Environmental Health Division. Specialized experience/employment standards in one of the specific program areas may be set forth at the time of recruitment.

This class specification generally describes the duties and responsibilities characteristic of the positions(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Human Resources Department at 805.781.5959.

Adopted: 01-10-63
BOS Approved: 00-00-00
Revised: 09-07-16

Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

Civil Service Commission 2017 Regular Session Meeting Dates



MEMBERS OF THE COMMISSION
President Robert Bergman
Vice President Erwin Ohannesian
Wayne Caruthers
Erica Stewart
William Tappan

Regular monthly meetings are held on the 4th Wednesday at 9:00 A.M.
at 1055 Monterey Street, Suite D-271, San Luis Obispo.

January 25, 2017
February 22, 2017
March 22, 2017
April 26, 2017
May 24, 2017
June 28, 2017
July 26, 2017
August 23, 2017
September 27, 2017
October 25, 2017
*November 15, 2017
*December 20, 2017

* Adjusted due to holiday

Pending CSC Approval

Note: If extenuating circumstances arise, following prior authorization from the Commission president and with compliance to the Brown Act, the meeting date/time/location may change.

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