



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #69/09
December 9, 2009

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than January 12, 2010.

If no written objections are received in this office by January 12, 2010, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **10-10**
Posting Expires: **January 12, 2010**

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

| | | | PROPOSED | | |
|--------|---|-------------|----------|---|-------------|
| CODE | TITLE | GRADE/EEO-4 | CODE | TITLE | GRADE/EEO-4 |
| 10.527 | Public Health Rating and Survey Officer | 37 B | 10.527 | Public Health Rating and Survey Officer | 37 B |

EXPLANATION OF CHANGE

The Health Division in the Department of Health & Human Services has requested that the class specification for the Public Health Rating and Survey Officer be modified to reflect the current name of the federal certification required. As a result, the Department of Personnel recommends revision of the Informational Note in the Minimum Qualifications section to require federal certification as a "Certified Food Program Inspection/Training Officer" within one year of appointment, and as a condition of continuing employment.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by January 12, 2010. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: December 9, 2009



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|--|--------------|--------------|---------------|
| PUBLIC HEALTH RATING AND SURVEY OFFICER | 37 | B | 10.527 |

Public Health Rating and Survey Officers work under administrative direction and are responsible for the survey and evaluation of food storage, preparation and serving practices and procedures to determine compliance with United States Food and Drug Administration and Nevada laws, regulations and standards; regulate and enforce State law relating to: the Safe Drinking Water Program in Nevada; drug licensing investigations; label review, sampling and inspection of drug and cosmetic manufacturing plants; inspection of dairies and milk plants; certification of septic systems; inspection of food warehouses, traditional food and drink establishments, health facilities, and public institutions; perform as an authorized agent of the Food and Drug Commission as required.

Evaluate and rate the state and local health surveyors of food establishments including survey and evaluation of food preparation procedures, cleaning procedures, operating efficiencies of dishwashing and other equipment in food establishments.

Ensure that State and local health department programs are in compliance with statutory requirements by inspecting records and records systems.

Certify to the United States Food and Drug Administration as to standards of inspection and compliance with the national standards of Nevada food establishments by reporting in accordance with regulations.

Advise and consult with other Health Division staff members and facility operators on contamination and infection from environmental sources; perform environmental and epidemiological surveys; investigate and inspect in an assigned work area of the state.

Act as training coordinator for Environmental Health Specialists by answering questions and periodically accompanying Specialists on surveys to ensure standardized inspection methods; conduct food handling training courses for food handlers; conduct food handler's training for food service workers.

Revise or write new regulations as needed and propose statute changes in appropriate areas based on Food and Drug Administration regulation changes; write policies pertaining to the food program.

Conduct many forms of inspections and evaluations to protect the public health including restaurants, bars, delicatessens, markets, bakeries, food processors, hotels, motels, recreational vehicle parks, dairies, milk plants, milk haulers, septic systems, private wells, pools, spas, food warehouses, hospitals, health care facilities, schools, septic tank pumper trucks, child care centers, bottled water plants, labor camps, jails, State institutions and temporary events such as fairs; record ~~what is observed~~ **observations**; analyze the data received and/or recorded including temperature reporting charts in dairies and milk plants, turbidity measurements and pool/spa records; inform operators or owners of deficiencies and violations, and initiate corrective actions or enforcement procedures to ensure compliance with health codes.

Investigate water borne and food borne illnesses, epidemics, vector control problems, public nuisances or other public health problems for public protection by extensive food, water and other material sampling (chemical, bacterial, radionuclide, parasite and turbidity samples); analyze data; perform follow up interviews with patients and others; survey sites in the field and record and analyze observations and data so that the problem can be correctly identified and solved to protect the public health.

Apply ~~good~~ **accepted** engineering practice and principles and related field experience to the review of engineering and other plans for establishments and businesses regulated by the section for conformance with the Nevada Administrative Code (NAC); review plans for subdivisions, public water systems, water projects, food establishments, spas, pools, warehouses, health facilities, institutions, hotels, motels, and septic systems

including an evaluation of new products to ensure conformance with health regulations; review equipment specifications and technical data and perform on-site inspections as needed.

Certify real property for well water quality and septic system certification for FHA, VA and other mortgages by on-site evaluations, water sampling and septic tank inspections.

Represent the Food and Drug Commissioner when inspecting drug and cosmetic plants; conduct periodic inspections; summarize all observations and data analyzed in a report and make written recommendations; issue directives in the field if the conditions are hazardous to health, such as closures or impounding of drugs pending further legal action.

Represent the Food and Drug Commissioner in emergencies involving food (truck wrecks, restaurant fires) by accepting call back response; visit the site and evaluate the immediate public health danger; issue directives to protect persons at the site; inspect the food products, and quarantine or condemn food as required.

Conduct inspections and investigations of landfills and public sewage systems in accordance with the requirements of the Division of Environmental Protection contract.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Federal certification as [~~Rating and Survey Officer~~] ***Certified Food Program Inspection/Training Officer*** is required within one year *from the date* of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree in the life sciences or closely related field and four years of environmental health or other relevant work experience; **OR** one year of experience as an Environmental Health Specialist III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: biology, chemistry, epidemiology, physics, and mathematics as applied to public health; building codes and common building practices (Uniform Building Code) and plumbing codes and common plumbing practices (Uniform Plumbing Code); emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food; food handling practices and food preparation methods in restaurants, bars, delicatessens, and food processors, etc; vermin control and pesticide use and application, involving correct application, chemical type, public health and environmental impact significance, and protection of the public [~~itself~~]; wells and water well construction including water systems (pumps, storage facilities, disinfection methods, treatment, valves); soil science with respect to evaluating sewage disposal systems, suitable sites for water tank placement; the prevention and control of diseases through environmental measures (such as personal hygiene and sanitation); the scientific method (observation, experimentation and conclusions) which is used in various investigations, such as food borne illness, outbreaks; the principles of disinfection, for example, chlorination, bromination, and ozone. **Ability to:** take representative samples while ensuring quality control requirements and maintaining valid samples for analysis; interpret engineering drawings and reports which include soils reports/diagrams, contour maps, data, materials specifications, plumbing drawings, and architectural drawings; investigate [~~the~~] complaints which includes the identification of problems and solving them in an accurate and fair manner requiring or involving such areas as public nuisances, vector control and epidemiological problems; read and understand technical, legal and scientific documents; develop rapport and gain the trust of other people, particularly in adversarial situations; work [~~under the stress of~~] ***effectively with*** frequent interruptions and/or distractions in such locations as construction sites, emergencies, packaging plants

MINIMUM QUALIFICATIONS (cont'd)**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

and milk plants; maintain objectivity in dealing with resistant, indifferent or hostile people; interpret and apply rules, statutes, regulations and procedures consistently in such cases as nuisances, emergencies and epidemiological hazards; compile information, draw conclusions, and write reports, letters, or statutes/regulations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: federal standards and regulations of the FDA (Food and Drug Administration) and EPA (Environmental Protection Agency) which include water supply standards, milk regulations and packaging and labeling requirements; the Nevada Administrative Code (NAC) as applied to public health; regulations enforced by other state agencies which cover areas such as: wells, landfills, sewage disposal methods, child care centers, convalescent homes and senior citizen centers; specific drug manufacturing processes such as tableting, capsulation, and sterility processes, as they relate to drug plants; federal standards and regulations of the Food and Drug Administration which include milk regulations and packaging and labeling requirements, drugs and cosmetics, manufacturing and labeling; a wide variety of equipment types and their construction which requires a knowledge of NSF International standards, AAA Sanitary Committee standards for milk equipment, drug manufacturing and cosmetic manufacturing equipment; the proper functioning and sequence operation of all milk processing equipment; the functions and objectives of the state sanitarian programs; testing methods in laboratory analysis, for example, standard methods for the examination of dairy products; the United States Food and Drug Administration model food code and the procedures for evaluation of a food inspection program, computation of a rating score and the preparation of a narrative report. **Ability to:** provide training in the correct use of a wide variety of test equipment, in the correct sampling procedures of all foods and drugs, and the proper application of sanitizers and disinfecting agents for specific situations; speak in such settings as seminars involving water suppliers, rabies, plague and testimony before various official entities, such as State Board of Health; promote and explain public health laws and regulations through interpersonal persuasion and education; motivate people to comply with public health laws; negotiate, exchange ideas, information and opinions with other people in order to develop policies and programs and/or arrive jointly at decisions, conclusions or solutions; organize material, information and human resources in a systematic and logical way to optimize efficiency and minimize duplication of effort; manage time effectively and to prioritize schedules in order to complete work required or assigned; represent the Health Division in meetings and in the legal system by acting as an expert witness in court, consulting with District Attorneys in public health matters and appearing before the State Board of Health; use and troubleshoot complicated test equipment; analyze food, drug and cosmetic labels for compliance with statutes by reviewing the label and allied literature and technical references.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.527

| | | |
|-------------|------------|-----------|
| ESTABLISHED | 7/1/69 | |
| REVISED: | 2/26/76 | |
| REVISED: | 6/22/76 | |
| REVISED: | 2/27/80R | |
| | 7/18/80PAC | |
| REVISED: | 7/1/87-12P | |
| | 1/30/87PC | |
| REVISED: | 7/1/97P | 9/19/96PC |
| REVISED: | 1/12/10UC | |