



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Room 101 | Carson City, Nevada 89701
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MEMORANDUM
HR#45-15

August 14, 2015

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

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 regarding these changes, please send your written notification to Peter Long at plong@admin.nv.gov no later than September 16, 2015.

If no written objections are received in this office by September 16, 2015, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

LE:tp

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: Posting #6-16
Posting Expires: September 16, 2015

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

CURRENT				PROPOSED			
CODE	TITLE	GRADE	EEO-4	CODE	TITLE	GRADE	EE0-4
10.526	Environmental Health Specialist IV	38	B	<i>10.526</i>	<i>Environmental Health Specialist IV</i>	<i>38</i>	<i>B</i>
10.529	Environmental Health Specialist III	36	B	<i>10.529</i>	<i>Environmental Health Specialist III</i>	<i>36</i>	<i>B</i>
10.532	Environmental Health Specialist II	34	B	<i>10.532</i>	<i>Environmental Health Specialist II</i>	<i>34</i>	<i>B</i>
10.535	Environmental Health Specialist I	32	B	<i>10.535</i>	<i>Environmental Health Specialist I</i>	<i>32</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Health and Human Services Department, Division of Public and Behavioral Health, Human Resource Management recommends revisions to the Environmental Health Specialist series to update the minimum qualifications of the Environmental Health Specialist I and II to maintain consistency with the eligibility requirements of the National Environmental Health Association (NEHA) and Nevada State Board of Registered Environmental Health Specialists, for the Environmental Health Specialist Trainee. Updates were also made to maintain consistency with formatting and language. Additionally, the knowledge, skills and abilities were updated to reflect the type of knowledge, skills and abilities required to perform duties outlined.

Environmental Health Specialists are responsible for conducting drug licensing investigations; label review, sampling and inspection of drug and cosmetic manufacturing plants; inspection of dairies and milk processing plants; certification of septic systems; inspection of food warehouses, traditional food and drink establishments, health facilities, public institutions and other related facilities to ensure compliance with State laws and regulations. Incumbents investigate water borne and food borne illnesses, epidemics, vector control problems, public nuisances or other public health problems for public protection by conducting food, water and other material sampling (chemical, bacterial, radio nuclide, parasite and turbidity samples); conduct a variety 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 food events such as fairs; and conduct inspections and investigations of landfills and public sewage systems in accordance with the requirements of the Division of Environmental Protection. They also certify real property for well water quality and septic system certification for Federal Housing Administration (FHA), Veterans Administration (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; and apply sound practices 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). Additionally, incumbents enforce applicable NAC and Nevada Revised Statutes (NRS) for public health protection; document on-site observations; compile data and write technical reports and recommendations using data which has been gathered through field observations, evidence and lab analysis; and represent the Food and Drug Commissioner in emergencies involving food (truck wrecks, restaurant fires) by accepting call-back response; evaluate current health codes and needs; draft proposals for changes in regulations and statutes for public health protection; and coordinate work with federal, State and local agencies (FDA, EPA, county health departments) regarding public health matters; consult with other professionals such as engineers, land surveyors, architects, nurses and physicians on health concerns.

Both the Division of Public and Behavioral Health and the Department of Agriculture, who utilize these classifications, support the changes.

Note: Changes, additions and/or deletions on the class specification are noted in red.

The formal recommendations and specifications are on file with the Division Administrator, Human Resource Management. 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) 684-0130.

Objections to the proposed change(s) must be received in writing by September 16, 2015. Objections should be addressed to Peter Long, Deputy Division Administrator, Compensation, Classification and Recruitment, Section of the Division of Human Resource Management, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: August 14, 2015



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ENVIRONMENTAL HEALTH SPECIALIST IV	38	B	10.526
ENVIRONMENTAL HEALTH SPECIALIST III	36	B	10.529
ENVIRONMENTAL HEALTH SPECIALIST II	34	B	10.532
ENVIRONMENTAL HEALTH SPECIALIST I	32	B	10.535

SERIES CONCEPT

Environmental Health Specialists are responsible for conducting drug licensing investigations; label review, sampling and inspection of drug and cosmetic manufacturing plants; inspection of dairies and milk processing plants; certification of septic systems; inspection of food warehouses, traditional food and drink establishments, health facilities, public institutions and other related facilities to ensure compliance with State laws and regulations.

Investigate water borne and food borne illnesses, epidemics, vector control problems, public nuisances or other public health problems for public protection by conducting food, water and other material sampling (chemical, bacterial, radio nuclide, 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 to identify and solve problems and to protect the public health.

Conduct a variety 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 food events such as fairs; record observations; analyze data received and/or recorded including temperature reporting charts in dairies and milk processing 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.

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

Certify real property for well water quality and septic system certification for Federal Housing Administration (FHA), Veterans Administration (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 observations and data analyzed in a report and make written recommendations; issue directives in the field if conditions are hazardous to health, to include closures or impounding of drugs pending further legal action.

Apply sound practices 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 housing subdivisions, 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.

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SERIES CONCEPT (cont'd)

Enforce applicable NAC and Nevada Revised Statutes (NRS) for public health protection; document on-site observations; compile data and write reports; follow up on inspections to ensure compliance; appear in court as an expert witness as required.

Compile data and write technical reports and recommendations using data which has been gathered through field observations, evidence and lab analysis; prepare data to ensure integrity for future legal actions; prepare press releases, official notices and letters of advice.

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, drug and cosmetic products, and quarantine or condemn as required.

Evaluate current health codes and needs; draft proposals for changes in regulations and statutes for public health protection.

Represent the division's position at official meetings between agencies and individuals; organize and participate in training to present information and discuss programs, regulations and trends; provide information and technical assistance to the general public and regulated community.

Organize evidence and documentation for presentation to the State Board of Health, State Health Officer, Division Administrator and at administrative hearings.

Coordinate work with federal, State and local agencies (FDA, EPA, county health departments) regarding public health matters; consult with other professionals such as engineers, land surveyors, architects, nurses and physicians on health concerns.

Perform related duties as assigned.

CLASS CONCEPTS

Environmental Health Specialist IV: Under general direction, incumbents act as a full supervisor to lower level Environmental Health Specialists, rating and survey officers, staff engineers, and administrative assistants by assigning and reviewing work, providing training and technical advice, preparing work performance standards, evaluating performance, and initiating disciplinary action. Incumbents also perform the full range of duties described in the series concept. Incumbents report to a Bureau Chief and work is reviewed through completed reports and consultations.

Environmental Health Specialist III: Under limited supervision, incumbents are professionally registered Environmental Health Specialists and perform the full range of duties described in the series concept. Incumbents report directly to Environmental Health Specialist IV's and may assist in training lower level Environmental Health Specialists. Work is reviewed through completed work and meetings with the supervisor as required. This is the journey level in the series.

Environmental Health Specialist II: Under general supervision, incumbents perform the range of duties described in the series concept. Ongoing supervision is provided by the Environmental Health Specialist IV, and work is reviewed regularly to ensure consistency and accuracy. This is a continuing trainee level in the series and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

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CLASS CONCEPTS (cont'd)

Environmental Health Specialist I: Under close supervision, incumbents receive training in the range of duties described in the series concept. Direct supervision is provided by the Environmental Health Specialist IV and work is reviewed on an on-going basis. This is the entry level class in the series and progression to the next level may occur upon meeting the minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTES:

- * Any person licensed as an Environmental Health Specialist in another state or by the National Environmental Health Association (NEHA) must obtain and maintain a certification of registration by the Nevada State Board within six months of appointment and as a condition of continuing employment.
- * Registration as an Environmental Health Specialist Trainee by the Nevada State Board *of Registered Environmental Health Specialists* is required within 90 days of appointment for the I and II levels of this series.

ENVIRONMENTAL HEALTH SPECIALIST IV

EDUCATION AND EXPERIENCE: Licensure as an Environmental Health Specialist and five years of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** two years of experience as an Environmental Health Specialist III in Nevada State service. (See *Informational Notes*)

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

Working knowledge of: basic principles and practices of supervision; U.S. Food and Drug and/or U.S. EPA survey methods, techniques, and requirements; *federal and State regulations governing milk, drug and cosmetic programs.* **Ability to:** assign and evaluate the work of professional staff; interpret public health laws and write relevant policies; *and all knowledge, skills, and abilities required at the lower levels.*

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

Knowledge of: personnel regulations related to supervision. **Ability to:** recognize training needs and provide specific training; recognize employee strengths and weaknesses and assign work appropriately; recognize program needs and requirements and implement changes as needed; coordinate the completion of public health projects and the resolution of public health issues.

ENVIRONMENTAL HEALTH SPECIALIST III

EDUCATION AND EXPERIENCE: Licensure as a Environmental Health Specialist and three years of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** two years of experience as an Environmental Health Specialist II in Nevada State service. (See *Informational Notes*)

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

Working knowledge of: emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food, drugs or cosmetics; *emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food; NAC as applied to public health; the regulations enforced by other State agencies which cover areas such as wells, landfills, sewage disposal methods, child care centers, health facilities and senior citizen centers; wells and water well construction including water systems (pumps, storage facilities, disinfection methods, treatment and distribution; good manufacturing practices as necessary for the manufacture of cosmetics, food and*

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL HEALTH SPECIALIST III (cont'd)

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

drugs. Ability to: interpret engineering drawings and reports which include soils reports/diagrams, contour maps, data, material specifications, plumbing drawings, and architectural drawings; represent the division in various meetings, prepare and present training and present expert testimony before various official entities, such as State Board of Health; *analyze food, drug and cosmetic labels for compliance with statutes by reviewing the label and allied literature and technical references; train staff in the use of technical equipment; troubleshoot test equipment; and all knowledge, skills and abilities required at the lower levels.*

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

~~[Knowledge of: federal and State regulations governing milk, drug and cosmetic programs.]~~

(These are identical to the knowledge, skills and abilities required for Environmental Health Specialist IV.)

ENVIRONMENTAL HEALTH SPECIALIST II

EDUCATION AND EXPERIENCE: Bachelor's degree *from an accredited college or university [in the life sciences or other closely related field] which includes the satisfactory completion of at least 45 quarter hours, or 30 semester hours, of academic work in science courses, including biology, chemistry, physics, geology, sanitary engineering or environmental engineering* and one year of experience performing professional environmental health duties for a regulatory environmental health agency; **OR** one year of experience as an Environmental Health Specialist I in Nevada State service. *(See Informational Notes)*

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

Working knowledge of: soils science, hydrology, and geology with respect to evaluating sewage disposal systems and suitable sites for water tank placement *[.]; building codes and common building practices (Uniform Building Code) and plumbing codes and common plumbing practices (Uniform Plumbing Code); federal standards and regulations of the FDA (Food and Drug Administration) and the EPA (Environmental Protection Agency) which involve water supply standards, milk regulations and packaging and labeling requirements; food handling practices and food preparation methods in restaurants, bars, delicatessens, and food processors; vermin control and pesticide use and application, involving correct application, chemical types, public health and environmental impact significance, and protection of public and self; the prevention and control of diseases through environmental measures (such as personal hygiene and sanitation); calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment and electronic thermometers; engineering drawings and reports which include soils reports/diagrams, contour maps, material specifications, plumbing drawings, and architectural drawings; investigative techniques which include the identification and resolution of problems in areas such as public nuisances, vector control and epidemiological problems. Ability to:* operate and troubleshoot calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment, pH meters, and electronic thermometers; take representative samples while ensuring quality control requirements and maintaining valid samples for analysis (e.g., water and food samples); investigate complaints including the identification of problems and solving them in such areas as public nuisances, vector control and epidemiological problems; promote and explain public health laws and regulations through interpersonal contact and education; independently analyze and solve difficult public health problems; *make oral presentations in a variety of settings; develop rapport and gain the trust of other people, particularly in adversarial situations; motivate people to comply with public health laws; negotiate, exchange ideas, information and opinions with other people in order to arrive jointly at decisions, conclusions or solutions; manage time effectively and prioritize schedules in order to complete work required or assigned; maintain objectivity in dealing with resistant, indifferent or hostile people; interpret and apply rules, statutes, regulations and procedures consistently in such cases as nuisances,*

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MINIMUM QUALIFICATIONS (cont'd)

ENVIRONMENTAL HEALTH SPECIALIST II (cont'd)

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

emergencies and epidemiological hazards [-]; and all knowledge, skills and abilities required at the lower level.

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

~~[Knowledge of: emergency response techniques and methods which may include hazardous chemical spills or truck wrecks involving food; NAC as applied to public health; the regulations enforced by other State agencies which cover areas such as wells, landfills, sewage disposal methods, child care centers, health facilities and senior citizen centers; wells and water well construction including water systems (pumps, storage facilities, disinfection methods, treatment and distribution; good manufacturing practices as necessary for the manufacture of cosmetics, food and drugs. Ability to: analyze food, drug and cosmetic labels for compliance with statutes by reviewing the label and allied literature and technical references; train staff in the use of technical equipment; troubleshoot test equipment.] (These are identical to the knowledge, skills and abilities required for Environmental Health Specialist III.)~~

ENVIRONMENTAL HEALTH SPECIALIST I

EDUCATION AND EXPERIENCE: Bachelor's degree *from an accredited college or university [in the life sciences or other closely related field] which includes the satisfactory completion of at least 45 quarter hours, or 30 semester hours, of academic work in science courses, including biology, chemistry, physics, geology, sanitary engineering or environmental engineering.* (See Informational Notes)

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

Working knowledge of: biology, chemistry, epidemiology, physics, and mathematics as applied to public health; the scientific method (observation, experimentation and conclusions) which is used in various investigations, such as food borne illness outbreaks; sampling techniques to ensure quality control requirements are met (e.g., water and food samples). **Ability to:** read and understand technical, legal and scientific documents; organize material, information and human resources in a systematic and logical way to optimize efficiency and minimize duplication of effort; work effectively with frequent interruptions and/or distractions in such locations as construction sites, emergencies, packaging plants and milk plants; perform basic math to determine disinfection rates, design septic systems, and calculate fees; use a personal computer and associated software.

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

~~[Knowledge of: building codes and common building practices (Uniform Building Code) and plumbing codes and common plumbing practices (Uniform Plumbing Code); federal standards and regulations of the FDA (Food and Drug Administration) and the EPA (Environmental Protection Agency) which involve water supply standards, milk regulations and packaging and labeling requirements; food handling practices and food preparation methods in restaurants, bars, delicatessens, and food processors; vermin control and pesticide use and application, involving correct application, chemical types, public health and environmental impact significance, and protection of public and self; the prevention and control of diseases through environmental measures (such as personal hygiene and sanitation); calibrated testing equipment such as colorimeters, turbidimeters, milk plant calibration equipment and electronic thermometers; engineering drawings and reports which include soils reports/diagrams, contour maps, material specifications, plumbing drawings, and architectural drawings; investigative techniques which include the identification and resolution of problems in areas such as public nuisances, vector control and epidemiological problems. Ability to: make oral presentations in a variety of settings; develop rapport and gain the trust of other people, particularly in adversarial situations; motivate people to comply with public health laws; negotiate, exchange ideas, information and opinions with other people in order to arrive jointly at decisions, conclusions or solutions; manage time effectively and prioritize schedules in order to complete work~~

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~~required or assigned; 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.] (These are identical to the knowledge, skills and abilities required for Environmental Health Specialist II.)~~

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 series.

	<u>10.526</u>	<u>10.529</u>	<u>10.532</u>	<u>10.535</u>
ESTABLISHED:	11/1/66	5/9/60	5/9/60	5/9/60
REVISED:	7/1/69	7/1/69	7/1/69	7/1/69
REVISED:	2/26/76	2/26/76	2/26/76	2/26/76
REVISED:		6/22/76	6/22/76	6/22/76
REVISED:	2/27/80R	2/27/80R	2/27/80R	2/27/80R
	7/18/80PC	7/18/80PC	7/18/80PC	7/18/80PC
REVISED:	10/24/80PC			
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	7/1/87-12P	7/1/87-12P	7/1/87-12P	7/1/87-12P
	1/30/87PC	1/30/87PC	1/30/87PC	1/30/87PC
REVISED:	6/9/89-3	6/9/89-3	6/9/89-3	6/9/89-3
REVISED:	10/1/91R	10/1/91R		
	12/18/91UC	12/18/91UC		
REVISED:	7/1/97P	7/1/97P	7/1/97P	7/1/97P
	9/19/96PC	9/19/96PC	9/19/96PC	9/19/96PC
REVISED:	11/8/05PC	11/8/05PC	11/8/05PC	11/8/05PC
REVISED:	8/24/06UC	8/24/06UC	8/24/06UC	8/24/06UC
REVISED:	9/16/15UC	9/16/15UC	9/16/15UC	9/16/15UC