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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#49-20

October 8, 2020

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: PROPOSED CLASSIFICATION CHANGES – PUBLIC HEALTH RATING
AND SURVEY OFFICER

Attached are revised 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 Deputy Administrator Beverly Ghan at bghan@admin.nv.gov no later than November 6, 2020.

If no written objections are received in this office by November 6, 2020, 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: Posting #01-21
Posting Expires: November 6, 2020

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	EEO-4
10.527	Public Health Rating & Survey Officer	37	B	<i>10.527</i>	<i>Public Health Rating & Survey Officer</i>	<i>37</i>	<i>B</i>

Basis for Recommendation

At the request of the Department of Health & Human Services (DHHS), Division of Public & Behavioral Health (DPBH), the Division of Human Resource Management (DHRM) conducted a review of the Public Health Rating & Survey Officer class specification.

In coordination with Subject Matter Experts from DHHS, DPBH, and the Department of Agriculture (NDA), as well as analysts within DHRM, it was determined that changes be made to the representative duty statements to clarify duties related to Environmental Health Specialists, update language, and remove verbiage relative to duties no longer being performed.

In addition, Nevada Revised Statute 625A (Environmental Health Specialists) prohibits the practice of environmental health in this State unless a person holds a registration as an Environmental Health Specialist, a temporary registration or a provisional registration as an Environmental Health Specialist Trainee issued by the Board of Environmental Health Specialists. As such, an Informational Note was added to the Minimum Qualifications to include a statement indicating that any person licensed as an Environmental Health Specialist in another state or by the National Environmental Health Association must obtain Registration by Endorsement or Registration as an Environmental Health Specialist by the Nevada State Board of Environmental Health Specialists within six months of appointment and as a condition of continuing employment.

Furthermore, the Education & Experience section of the Minimum Qualifications was amended to include licensure as an Environmental Health Specialist as a requirement for employment.

Lastly, the Entry Level and Full Performance Knowledge, Skills, and Abilities, at every level in the series, were amended to account for changes made and to maintain consistency with formatting, verbiage, and structure.

Throughout the process management and staff within DHHS, DPBH, NDA, and analysts within DHRM participated by offering suggestions and reviewing changes and they support the recommendation.

Changes to the class specification are noted as follows: additions in blue and deletions 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, Suite 101; in Las Vegas, go to 555 East Washington Avenue, Suite 1400. You may also view the recommendations and specifications online at hr.nv.gov/Sections/Classification/Proposed_Classification_Changes/. For additional information call (775) 684-0130.

Objections to the proposed change(s) must be received in writing by November 6, 2020. Objections should be addressed to Beverly Ghan, Deputy Administrator, Compensation, Classification and Recruitment Section of the Division of Human Resource Management, 209 East Musser Street, Suite 101, Carson City, Nevada 89701-4204.

POSTING DATE: October 8, 2020



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>
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]~~ *Environmental Health Specialists for* food establishments including survey and evaluation of food preparation procedures, cleaning procedures, operating efficiencies of dishwashing and other equipment in food establishments; *act as training coordinator for Environmental Health Specialists by answering questions and periodically accompanying Specialists on surveys to ensure standardized inspection methods.*

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]~~ *conformance* 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.]~~

Assist in the development, review, revision and implementation of ~~[Revise or write new]~~ regulations as needed and propose statute changes in appropriate areas based on Food and Drug Administration regulation changes; *assist in the development, review, revision and implementation of* ~~[write]~~ policies *and procedures* 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 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 *environmental samples*; ~~[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 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 *Federal Housing Administration, Veterans Affairs* 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 NOTES:

- * Federal certification as Certified Food Program Inspection/Training Officer is required within one year from the date of appointment and as a condition of continuing employment.
- * *Any person licensed as an Environmental Health Specialist in another state or by the National Environmental Health Association (NEHA) must obtain a Registration by Endorsement or Registration as an Environmental Health Specialist (R.E.H.S.) by the Nevada State Board of Environmental Health Specialists within six months of appointment and as a condition of continuing employment.*

EDUCATION AND EXPERIENCE: ~~[Bachelor's degree in the life sciences or closely related field]~~ *Licensure as an Environmental Health Specialist* and four years of *professional experience performing environmental health related duties for a regulatory agency* or other relevant *environmental health* 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 Notes)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): *Working [K]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; ~~[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]~~ *septic* tank placement; the prevention and control of diseases through environmental measures (such as

MINIMUM QUALIFICATIONS (cont'd)

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

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 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 effectively with frequent interruptions and/or distractions in such locations as construction sites, emergencies, packaging plants 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):

Working [K]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, **vector borne diseases**, 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 **National Sanitation Foundation** International standards, ~~[AAA]~~ **3-A** 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]~~ **testify** 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

10.527

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