



LANE COUNTY
*B029B
Bilingual Adjunct
Established
11/18/08

ENVIRONMENTAL HEALTH SPECIALIST 2 – Bilingual
(Only the Environmental Health Specialist 2 classification has a bilingual designation)

CLASS SUMMARY: To perform survey and investigational duties in the field of environmental sanitation to determine compliance with public health laws and administrative rules; to plan, promote and carry out a program for improvement of sanitation standards; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the full journey level class within the Environmental Health Specialist series. This class is distinguished from the Environmental Health Specialist 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the 1 level. An Environmental Health Specialist 1 may only be advanced to the Environmental Health Specialist 2 in accordance with flex staffing language in the contract, and provided that they meet the requirements to obtain certification as a registered Environmental Health Specialist in the State of Oregon as outlined under ORS 700.030. The effect of this waiver will mean that employees in the Environmental Health Specialist 1 classification will not be eligible to move to the Environmental Health Specialist 2 level for up to 27 months following date of hire, or longer if they do not meet the requirements for certification as a registered Environmental Health Specialist.

SUPERVISION RECEIVED: Receives direction from the Environmental Health Manager. May exercise functional and technical supervision over Environmental Health Specialist 1.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Consults with governmental officials and civic or service organizations for the purpose of promoting adoption of local sanitation ordinances such as the regulation of restaurants or food handling, solid waste collection, transportation and disposal, nuisance, water supply, and sewage disposal ordinances. |
| 2. | Investigates communicable diseases such as hepatitis, dysentery and other food and water-borne diseases and takes necessary control measures. |
| 3. | Inspects, evaluates, and reports on sanitation of private and semi-private water supplies, collects samples regularly for bacteriological and chemical analysis to determine compliance with standards, and promotes water supply improvement. |
| 4. | Performs thorough investigation and evaluation of school buildings and related sanitary facilities, and submits reports and recommendations to school officials. |

LANE COUNTY
Environmental Health Specialist 2 – Bilingual (Continued)

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| 5. | Inspects public swimming pools and natural bathing areas; prepares and submits reports. |
| 6. | Promotes organization of multi-service sanitary and water districts outside of corporate city limits, and within those communities and corporate limits where public health standards are not met. |
| 7. | Organizes and conducts rodent and insect control programs. |
| 8. | Inspects garbage and sewage disposal methods; enforces regulations of federal, state and local government pertaining to private sewage disposal installations and gives advice on proper installation of such facilities. |
| 9. | Keeps accurate and complete records on inspections and activities; prepares reports and recommendations; assumes administrative responsibilities for sanitation program. |
| 10. | Investigates housing conditions relative to foster homes, care facilities, medical facilities and individual homes, and arranges for necessary improvements in sanitary facilities. |
| 11. | Inspects food handling and service establishments for general cleanliness and sanitation, takes food and meat samples for laboratory analysis, verifies that food handlers have been examined and certified. |
| 12. | Investigates complaints of sanitary nuisances; inspects new home construction as to sewage disposal and plumbing facilities for compliance with federal loan agency requirements, and local and state regulations and codes. |
| 13. | Condemns merchandise and other material that is offered for sale or use in violation of sanitation regulations; collects and preserves evidence, testifies in court and assists in preparing and conducting legal proceedings and defenses. |
| 14. | Keeps records of inspections and other activities; prepares reports and recommendations. |

Knowledge of (position requirements at entry):

- Modern methods, principles, techniques and practices of environmental health and sanitation.
- Procedures and practices of disease.
- Water, sewage and septic systems and their placement, usage and monitoring.
- Sanitary standards for public swimming pools, nursing and rest homes, schools and water supplies.
- Laws, rules and regulations governing the sanitation programs of the state.
- Sanitary food handling techniques, standards and the diseases associated with poor sanitary conditions.

Skills in (position requirements at entry):

- Investigate and report on compliance with sanitary and environmental standards, laws, rules and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Work with public agencies, private corporations and the general public in the inspection and control of sanitary and environmental standards.
- Compile, edit and report data associated with sanitation and disease control.
- Promote awareness of environmental health and sanitary standards.
- Interpret rules, laws and regulations and apply them in the field.
- Maintain registration through on-going education as required by the State of Oregon.

Training and Experience (positions in this class typically require): Bachelor's degree from an accredited college or university with major course work in public health sanitation, environmental health, chemistry, biology, microbiology, entomology, geology, or scientific discipline or a related field. Two years of responsible Environmental Health Specialist experience.

ENVIRONMENTAL HEALTH SPECIALIST 2 - BILINGUAL “B”

Language – ***Spanish***

CLASS SUMMARY: To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents. |
| 3. | Providing oral assistance. |
| 4. | Providing written assistance, including some written document translation. |

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Environmental Health Specialist 2 – Bilingual (Continued)

Knowledge of (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Skills in (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

Training and Experience (positions in this class typically require): An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.

Licensing Requirements (positions in this class may require):

- Registration as a professional Environmental Health Specialist in the State of Oregon at time of appointment.
- Possession of a valid Oregon Driver's license.
- Experience in Oregon's On-Site Sewage Disposal Program, or meet the minimum educational qualifications for the State of Oregon classification of Waste Management Specialist, or be able to meet the qualifications within eighteen (18) months of appointment. (Note: The above requirement is not necessary for Environmental Health Specialists registered prior to January 1, 1974.)

NOTE: Bilingual adjunct established per 11/14/08 request of Health & Human Services Department Director. These positions are represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt