

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

ENVIRONMENTAL SANITARIAN SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional specialists, with responsibility for an environmental sanitarian program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are two classifications in this job.

Position Code Title – Environmental Sanitarian Specialist-2

Environmental Sanitarian Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

Position Code Title – Environmental Sanitarian Specialist-3

Environmental Sanitarian Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

First-level specialists are classified at the advanced level of the Environmental Sanitarian job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

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Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

Specialist

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate the technical aspects of the programs.

Evaluates environmental conditions in agricultural labor camps, health facilities, mobile home parks, campgrounds, and/or solid waste disposal facilities to determine compliance with applicable health regulations or program requirements pertaining to assigned areas of specialization.

Interprets environmental health regulations as to intent and practical application.

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Serves as a technical consultant and liaison with industry and governmental agencies.

Plans and coordinates the training of staff.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

Administrative Assistant

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

Specialist

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Administrative Assistant and Specialist

Knowledge of methods of planning, developing, and administering programs.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of physical or biological sciences, sanitary science, or environmental health.

Knowledge of the techniques of collecting and analyzing data.

Knowledge of the function and authority of state and local health departments.

Knowledge of environmental health terminology.

Knowledge of standards related to environmental health programs.

Knowledge of inspection and regulation methods in environmental health.

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Knowledge of environmental health problems in various related program areas.

Knowledge of state and federal laws pertaining to environmental health.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to conduct studies, evaluate results, and prepare reports.

Ability to meet and work with officials of government, industry, medical care facilities and the public.

Ability to observe critically and evaluate findings.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to maintain favorable public relations.

Ability to organize, evaluate, and present information effectively.

Ability to communicate effectively with others.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree in the physical or biological sciences, sanitary science, or environmental health.

Experience

Environmental Sanitarian Specialist 13

Four years of professional experience equivalent to an Environmental Sanitarian, including two years equivalent to an Environmental Sanitarian P11 or one year equivalent to an Environmental Sanitarian 12.

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Environmental Sanitarian Specialist 14

Five years of professional experience equivalent to an Environmental Sanitarian, including three years equivalent to an Environmental Sanitarian P11, two years equivalent to an Environmental Sanitarian 12, or one year equivalent to an Environmental Sanitarian Specialist 13.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

ENVSANSPL

Job Code Description

Environmental Sanitarian Specialist

Position Title

Environmental Sanitarian Specialist-2

Environmental Sanitarian Specialist-3

Position Code

ESASPL2

ESASPL3

Pay Schedule

H21-014

H21-017

ECP Group 2
Revised 9/1/06
TeamLeaders