

**CLASS TITLE: CHIEF ENVIRONMENTAL HEALTH
FOOD SPECIALIST**

**Class Code: 02901500
Pay Grade: 35A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Chief, Office of Food Protection, in the planning, development, and administration of the Office's food protection and environmental programs; to provide leadership and direction to a supervisory staff engaged in administrative and advanced technical work; to review, evaluate, and develop policies and procedures to improve the efficiency of the services provided by assigned personnel; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Chief, Office of Food Protection, with broad latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for conformance to established policies, objectives, rules, and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises, and reviews the work of a subordinate staff within the Office of Food Protection.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Chief, Office of Food Protection, in the planning, development, administration, supervision, and evaluation of the work of a subordinate staff engaged in carrying out environmental health and food protection programs involving: restaurants, food processors, dairy plants and farms, shellfish processors, nursing homes, hospitals, youth camps, recreational facilities, bathing beaches, schools/day care centers, and other regulated facilities.

To be responsible for managing and supervising the activities of the Office during the absence of the Chief.

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To evaluate data relative to the Office's food protection programs and to recommend improvements and modifications to insure productive staff output.

To plan, develop and evaluate the training of field staff.

To plan and design methods and procedures to deal with investigations relative to food related illnesses or injury, food complaints, and food tampering cases.

To coordinate sampling and analysis activities between the Office's field staff and the Division of Laboratories regarding scheduling of field inspections and collection techniques required.

To recommend revisions to existing applicable laws, regulations, and policies for the purpose of program improvement.

To assist in writing new legislation and regulations.

To assist in the negotiation of all federal and state contracts and to draft new grant and contract proposals.

To plan, coordinate the development, administer, and evaluate food protection and environmental programs.

To coordinate research activities between the Office and educational/research institutions.

To prepare, or assist in the preparation of, scientific reports, publications, informational letters, new releases, and instructional materials relative to food protection and environmental health.

To act in an advisory/consultative capacity to boards, commissions, legislative committees or other private or public agencies on matters of food protection.

To represent the Office during testimony before legislative committees, boards, and commissions relative to food protection and environmental health.

To provide 24 hour beeper and emergency response to food borne outbreaks, fires in food establishments, vehicular and nuclear plant accidents, incidents of food and water contamination, power outages, and natural disasters involving food products.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Thorough knowledge of the causes, impacts, and prevention of public health problems in regulated establishments and the ability to apply such knowledge in planning, directing, supervising, and evaluating the work of a subordinate staff in carrying out a state-wide food protection program; a thorough knowledge of legal aspects of enforcement; a thorough knowledge of the fundamentals of food science and food technology; a thorough knowledge of microbiological and chemical standards as they relate to the safety of food and beverages; a thorough knowledge of the factors, causes, and prevention of food borne illness; advanced knowledge of epidemiology; a thorough knowledge of the rules and regulations governing food establishments, recreational facilities, and other licensed establishments; the ability to administer the Office of Food Protection during the absence of the Office Chief; the ability to evaluate the effectiveness of food protection and environmental programs and to implement improved methods and procedures to increase the effectiveness of Office staff; the ability to provide leadership and direction; the ability to develop and administer an in-service training program for subordinate staff; the ability to resolve difficult and/or complex problems in conjunction with the administration/management of food protection programs; the ability to design, plan, and draft grant proposals; the ability to act as state liaison representative with federal agencies engaged in food protection and environmental health; excellent interpersonal and oral and written communication skills; assertive with the ability to deal with confrontational situations; the ability to work independently, organize work, and follow up to make certain that health hazards are eliminated; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing and possession of a Master of Science degree in Food Science or closely related field; and

Experience: Such as may have been gained through: employment as a Supervising Environmental Health Food Specialist, Principal Sanitarian, or demonstrated competence in supervising a food regulatory program in a regulatory agency for at least four years.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must at the time of application and continually thereafter, be free from any conflict of interest involving regulated facilities.

Class Revised: March 26, 2000

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