

CLASS TITLE:

**EXECUTIVE DIRECTOR
(ENVIRONMENTAL HEALTH)**

Class Code: 02951200

Pay Grade: 44A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Health, to be responsible for the administration of statewide health programs involving Food Protection and Sanitation, the Public Health Laboratory, Drinking Water Quality, and Occupational Health and Radiation Control; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the director of the Department of Health with considerable latitude for the exercise of independent judgement: work is reviewed for the application of accepted professional principles, methods and techniques, and for conformance to law, rules, regulations, and instructions.

SUPERVISION EXERCISED: Plans, organizes, reviews and evaluates the work of professional, non-professional, clerical and other personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of statewide health programs involving:

- the comprehensive surveillance and inspection program of all segments of the food industry, on a routine basis, thereby preventing disease, deception, misbranding and false advertising and to assure the distribution of quality, unadulterated food products; and

- the response to various complaints relating to potential or alleged health hazards, including problems involving solid waste disposal and sewage disposal problems; and

- the state's public health laboratories including serological and microbiological analyses, chemical analyses and forensic sciences analyses; and

- the safety of public drinking water, and the identification of sources of pollution threatening the safety of public drinking water; and

- the reduction of diseases in the population by elimination, reduction and control of hazardous exposures to chemical and physical agents in the workplace and supplemental areas of public health concern; and

- the reduction of unnecessary exposures to radiation from x-rays and radioactive materials; and

- the reduction of unnecessary exposures exposure to asbestos.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of environmental health and laboratory sciences, and the ability to apply such knowledge in the administration and maintenance of the several statewide health programs previously described; the ability to prepare and submit recommendations for amendments to or revisions of existing laws and regulations relative to environmental health and laboratory sciences, and to recommend new legislation and regulations relating to divisional activities; the ability to coordinate divisional activities with those of the department for the improvement of the health of the citizens of the state; the ability to plan, organize, review and evaluate the work of a staff of professional, technical, clerical and other personnel engaged in providing effective services in said health programs; the ability to establish and maintain effective

working relationships with other staff members of the department, other agencies, community organization, business enterprises and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Doctorate Degree in Public Health or a related field; and

Experience: Such as may have been gained through: employment in a position with responsibility for administering federal or state programs in Health Protection Services, or an allied field of public health.

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

Class Revised: November 27, 1994

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