

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

**Class Code: 02901400  
Pay Grade: 33A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, coordinate, and supervise the operations of a major food protection or regulatory programs (s) or area of the state to insure compliance with applicable statutes and regulations; to participate in the development of program objectives and procedures and insure that program activities conform thereto; to evaluate program performance and recommend changes or new activities; to supervise foodborne disease investigations; to oversee the review of plans for new and remodeled food establishments; to plan, coordinate, and supervise program activities relative to sample collection; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general direction from a superior as to policies and objectives with considerable latitude for the exercise of independent judgement and initiative; work is subject to review through conferences and review of reports for conformance with departmental rules, regulations, and policies.

**SUPERVISION EXERCISED:** Plans, coordinates, and supervises the work of subordinate employees as assigned to a major food protection or regulatory program (s).

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To plan, coordinate, and supervise the work of a staff engaged in identification, evaluation, and correction of public health hazards, and assuring compliance with rules and regulations in: 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 make programmatic, regulatory and operational decisions, communicate those decisions to affected parties and make appropriate recommendations for compliance actions when indicated.

To supervise training, standardization, and evaluation of new and existing personnel.

To certify shellfish and dairy establishments for interstate/international transport and to determine compliance with state and federal standards.

To supervise staff involved in setting in motion the implementation of Hazardous Analysis Critical Control Point (HACCP) systems in food establishments and to verify implementation.

To supervise response and perform the more complex activities relating to foodborne illnesses and other epidemiological investigations, adulterated foods, food tampering, recalls, misbranding/false advertising of foods, and rodent/insect infestations.

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

To supervise, plan and review inspections to determine compliance with approved plans.

To plan, coordinate and supervise sampling activities within a major food protection or regulatory program(s).

To analyze and interpret the results of field and laboratory work.

To evaluate if foods are safe for human consumption and in compliance with nutritional labeling requirements.

To supervise the embargo and/or disposal of food products found unfit for human consumption, and evaluate for imminent hazards to health which warrant closure of the facility.

To assess causes of specific hazards and violations to determine if training, changes in physical facilities or procedures, or regulatory action is needed, and to supervise the implementation of specific control measures.

To plan and present training programs.

To testify at hearings and court proceedings concerning regulatory actions taken.

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

To perform mathematical computations and to use computers to generate reports.

To participate in the formulation of regulations, policies, and procedures.

To perform related duties 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; a thorough knowledge of the biological, physical, and chemical causes of foodborne illness; thorough knowledge of legal aspects of enforcement; an advanced knowledge of food microbiology as it applies to preventing foodborne illness; advanced knowledge of epidemiology; microbiology as it applies to preventing foodborne illness; advanced knowledge of epidemiology; knowledge of chemistry and mathematical concepts including basic statistical analysis; the ability to teach and apply HACCP principles; a thorough knowledge of food processing techniques; a thorough knowledge of the rules and regulations governing food establishments, recreational facilities, and other licensed establishments; the ability to review engineering and architectural plans and specifications to determine compliance with rules and regulations; excellent analytical and decision making skills; the ability to use computers to record and organize data, and generate reports; the ability to analyze and interpret the results of field and laboratory work the ability to evaluate conditions and prepare reports of conclusions, and corrective recommendations; excellent interpersonal and oral and written communication skills; the ability to train and evaluate others; the ability to plan, coordinate, and supervise; the ability to effectively communicate technically oriented information; the ability to establish effective working relationships with the public; 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; thorough knowledge of legal aspects of enforcement; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: successful completion of a 4-year course of study leading to a bachelor's degree from a college of recognized standing with courses that included at least 30 semester hours in one or a combination of the following: biological sciences, chemistry, physical sciences, food science/technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, psychology, or related scientific fields that provided knowledge directly related to food protection and environmental health; and

**Experience:** Such as may have been gained through: employment as a Principal Sanitarian, Senior Environmental Health/Food Specialist, or Senior Sanitarian with demonstrated competence in supervising food regulatory inspections in a regulatory agency for at least 2 years.

**Or,** a combination of education and experience that shall be substantially equivalent to the above education and experience, provided that there shall be at least 30 semester hours in the sciences as specified in the above Education requirements, plus a minimum of two years experience as a Senior Environmental Health Food Specialist or a Senior Sanitarian in a food regulatory agency.

**SPECIAL REQUIREMENT:** Conditions for appointment: Must at the time of application and continually thereafter, be free from any conflict of interest involving regulated facilities. May be required to be standardized by the Food and Drug Administration (FDA) to conduct food, milk, or shellfish plant inspections prior to permanent appointment.

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