

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Health Environmentalist I	
<b>TITLE CODE:</b> 3009	<b>SERIES:</b> Environmental
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$12.15-\$15.16</b> <b>GRADE: 15</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> The Director or other appropriate staff	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs work of moderate difficulty while receiving training in the application of environmental health programs and in the enforcement of regulations through formal classroom training and on-the-job experience; performs duties with close monitoring by professional supervisory personnel until properly trained to perform functions independently.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223.

**EXPERIENCE:** N/A

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license. Note: an individual upon employment must become registered under the provisions of KRS 223 to remain a permanent employee per Administrative Regulations 902 KAR 8:080.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must participate in annual continuing education classes.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Performs regular inspections of tourist accommodations, schools, swimming pools, to ensure compliance with state and local regulations pertaining to environmental health, this may include taking product samples and forwarding for testing. Secures water samples, investigates nuisance complaints and other duties related to environmental health; Inspects food establishments for compliance with state regulations pertaining to sanitation; request assistance from supervisors in situations beyond his/her scope of training and experience. Interprets reports generated by the Environmental Health Management Information System (EHMIS)/Graphical Users Interface (GUI) system. Analyzes and interprets data regarding test results, inspections results, etc. and presents results to appropriate types of audiences.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in inside and outside settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 12/19/08

**DATE OF LAST REVISION:** 01/13/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Health Environmentalist II	
<b>TITLE CODE:</b> 3010	<b>SERIES:</b> Environmental
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$15.79-\$19.95</b> <b>GRADE: 19</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> The Director or other appropriate staff	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under general supervision of professional supervisory personnel, performs work of moderate to complex difficulty in the inspection of facilities, and the investigation and resolution of environmental complaints and nuisances.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223.

**EXPERIENCE:** One (1) year of experience performing on-site visits in environmental health.

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license.

Note: an individual upon employment must become registered under the provisions of KRS 223 within six (6) months to remain a permanent employee per Administrative Regulations 902 KAR 8:080.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must participate in annual continuing education classes.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

With considerable ability inspects and provides consultation to establishments or facilities for compliance with state regulations; reviews plans for new construction and modification of regulated facilities to ensure compliance with regulations and makes recommendations for approval or disapproval of plans; Reviews plans for on-site sewage systems for residences, institutions and other construction; responds to complaints regarding pollution, housing, insect or rodent infestation or other health related problems; attempts to solve problems through negotiation; initiates legal action if applicable or necessary; refers to appropriate health department personnel. May serve as resource person to health environmentalist/trainee or support staff. Working ability to identify regulatory infractions and recommend corrective actions.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in inside and outside settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 12/19/08

**DATE OF LAST REVISION:** 01/13/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Health Environmentalist III	
<b>TITLE CODE:</b> 3011	<b>SERIES:</b> Environmental
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$16.89-\$21.41</b> <b>GRADE: 20</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Environmental Health Director or LHD Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs work of considerable complexity and difficulty in performing a full range of professional environmental health assignments in a full functioning capacity. Considerable independent judgment is used to make decisions.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223.

**EXPERIENCE:** Three (3) years of experience as a health environmentalist performing inspections.

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license. Note: an individual upon employment must become registered under the provisions of KRS 223 to remain a permanent employee per Administrative Regulations 902 KAR 8:080.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must participate in annual continuing education classes.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

With considerable knowledge and skill, independently conducts technical, professional inspections and investigations relative to complaints or allegations of non-compliance of state and local laws and regulations to ensure compliance; conducts routine or specialized complex technical inspection, which could involve consumer complaints of regulated and non-regulated facilities; Negotiates abatement of non-compliant conditions, issues notices of violation and refers major problems to the appropriate supervisor in the event abatement is not achieved; provides consultation to the public and industry as requested; develops educational and technical seminars to assist operators in obtaining/maintaining required certifications. Incumbent participate heavily in setting work objectives and may serve as working supervisor or team leader.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in inside and outside settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 12/19/08

**DATE OF LAST REVISION:** 01/13/09

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Environmental Health Program Manager	
<b>TITLE CODE:</b> 3012	<b>SERIES:</b> Environmental
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$19.38-\$24.73</b> <b>GRADE: 22</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Health Environmental Director or LHD Director	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs work of considerable complexity and difficulty in supervising a staff of environmental health or other health related professionals engaged in a comprehensive environmental health program. This incumbent may be considered as a first-line supervisor combining supervisory and ongoing environmental health program responsibilities.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223.

**EXPERIENCE:** Four (4) years of experience in the environmental field.

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license. Note: an individual upon employment must become registered under the provisions of KRS 223 to remain a permanent employee per Administrative Regulations 902 KAR 8:080.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must participate in annual continuing education classes.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

With extensive knowledge of the principles of science as applied to environmental health, may supervise a staff of health environmentalists engaged in providing a full range of environmental health programs in an assigned area. May counsel with problem employees which may involve disciplinary actions when appropriate following the administrative rules and regulations, performs such personnel functions as preparing performance appraisals and evaluations, approving leave and monitoring leave usage and interview job applicants; provides on-the-job training for new personnel; manages environmental health activities and/or manages technically sensitive environmental health activities requiring a higher degree of expertise.

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Work typically is spent in inside and outside settings.

**ADDITIONAL REQUIREMENTS:**

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**DATE CLASS ESTABLISHED:** 12/19/08

**DATE OF LAST REVISION:** 01/13/09

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## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Environmental Health Director	
<b>TITLE CODE:</b> 3015	<b>SERIES:</b> Environmental
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$22.31-\$28.66</b> <b>GRADE: 24</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director of the local health department	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for working independently to plan, develop. Organize and direct a comprehensive environmental health program.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelors degree from a college or university with a minor or twenty-four (24) semester hours in environmental health, biological or physical science or registration as a Kentucky Environmental Specialist/Sanitarian under KRS 223).

**EXPERIENCE:** Five (5) years of experience in the environmental field with at least one (1) year of experience in an administrative or supervisory capacity.

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license. Note: an individual upon employment must become registered under the provisions of KRS 223 to remain a permanent employee per Administrative Regulations 902 KAR 8:080.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Must participate in annual continuing education classes.

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With thorough knowledge of environmental principles, policies, regulations and methods, prepares administrative rules, regulations and policies relating to environmental health programs; makes policy decision subject to administrative approval and initiates plan for environmental health programs based on environmental and public health laws and regulations, to prevent health hazards to the consumer; gives guidance and direction to subordinate program administrators within the district/county; develops administrative methods which may include reports, staff meetings and on-site visits to monitor program utilization, time, efficiency and to analyze operational procedures; prepares detailed and comprehensive program and operational reports to improve efficiency and implements recommended changes; assesses the need for training and requests that appropriate training programs be developed and implemented; evaluates the performance of employees and counsels with problem employees and initiates disciplinary actions when appropriate, following the administrative rules and regulations; recommends promotion and salary advancements when appropriate and interviews and makes recommendations on potential employees.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in inside and outside settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 12/19/08

**DATE OF LAST REVISION:** 01/13/09

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