

## 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.

**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.

