

**RESOLUTION TO AMEND PLUMAS COUNTY JOB CLASSIFICATION PLAN WAGE RANGES FOR ENVIRONMENTAL HEALTH SPECIALIST I, II, III AND HAZARDOUS MATERIALS SPECIALIST I, II, III, AND AMEND FISCAL YEAR 2016/2017 POSITION ALLOCATION FOR ENVIRONMENTAL HEALTH DEPARTMENT #20550**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, this position is necessary in the daily operational needs of the Environment Health's Department; and

**WHEREAS**, the Human Resources Director has amended the job classification plan and wage ranges for Environmental Health Specialist I range 2270, Environmental Health Specialist II range 2504, Environmental Health Specialist III range 2755; and

**WHEREAS**, the Human Resources Director has amended the job classification plan and wage ranges for Hazardous Materials Specialist I range 2270, Hazardous Materials Specialist II range 2504, Hazardous Materials Specialist III range 2755; and

**WHEREAS**, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2016-2017 Position Allocation for fund #20550; and

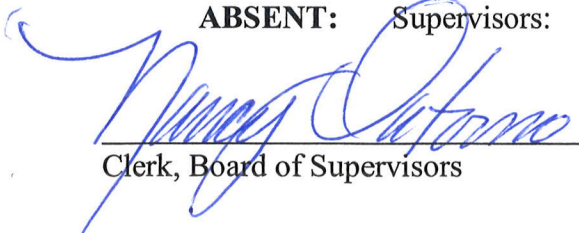
**NOW, THEREFORE BE IT RESOLVED** by the Plumas County Board of Supervisors as follows:

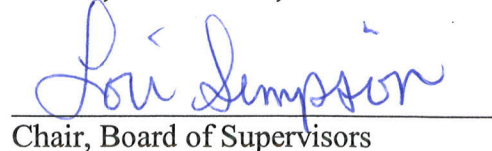
1. Approve amended job classifications and wage ranges for Environmental Health Specialist I range 2270, Environmental Health Specialist II range 2504, Environmental Health Specialist III range 2755.
2. Approve amended job classifications and wage ranges for Hazardous Materials Specialist I range 2270, Hazardous Materials Specialist II range 2504, Hazardous Materials Specialist III range 2755.
3. Approve the amendments to the Fiscal Year 2016/2017 Position Allocation to flexibly allocate the following positions:

<b><u>Environmental Health #20550</u></b>	<b><u>Current FTE</u></b>	<b><u>Proposed FTE</u></b>
Environmental Health Specialist I, or II, or III, <b>OR</b>	3.0	
Hazardous Materials Specialist I, or II, or III	1.0	<b>4.0</b>

The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 13<sup>th</sup> day of June, 2017 by the following vote:

**AYES:** Supervisors: ENGEL, THRALL, GOSS, SANCHEZ, SIMPSON  
**NOES:** Supervisors: NONE  
**ABSENT:** Supervisors: NONE

  
 Clerk, Board of Supervisors

  
 Chair, Board of Supervisors

# Exhibit A

**ENVIRONMENTAL HEALTH SPECIALIST I**

**DEFINITION**

Under supervision, assists with and learns to conduct sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Environmental Health Specialist class series. Incumbents in this class are Environmental Health Specialist Trainees and learn to conduct a broad array of education, inspection and enforcement activities in all environmental health program areas. Incumbents must be eligible to obtain State Registration as an Environmental Health Specialist within 18 months of initial employment. After attaining registration, meeting the experience requirement and demonstrating sound work habits, they are eligible for promotion to Environmental Health Specialist II.

**REPORTS TO**

Director of Environmental Health

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **ENVIRONMENTAL HEALTH SPECIALIST I – 2**

### **EXAMPLES OF DUTIES**

- The Environmental Health Specialist I position is designed to enable incumbents to be trained and qualify for state registration while working under close supervision.
- The incumbent assists with and learns to conduct investigations and tasks in all environmental health program areas including: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.
- Typical duties may include; performs food facility inspections.
- Conducts investigations of public or private sanitation-related nuisances or complaints.
- Makes inspections of public and private recreational facilities and swimming pools.
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
- Takes water, sewage, soil, and waste samples and interprets data.
- Explains environmental health laws and regulations to the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and recommends changes in building plans to comply with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts hazardous materials storage, treatment, disposal, reduction, and reuse inspections.
- Works with various environmental health committees.
- Makes abatement recommendations and instructs communities in control methods.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ENVIRONMENTAL HEALTH SPECIALIST I – 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Chemical, biological, physical, and environmental sciences.
- Basic principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

#### **Ability to:**

- Assist with and learn to perform a variety of environmental health and hazardous waste investigations and inspections.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental health problems and unsanitary conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

## ENVIRONMENTAL HEALTH SPECIALIST I – 4

### **Training and Experience:**

Qualifications needed for this position:

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Some previous experience performing or assisting with environmental investigations and inspections is highly desirable.

**Special Requirements:** Possession of valid letter of eligibility for employment as an Environmental Health Trainee from the State Department of Health Services.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Some positions may require special training and/or certification as necessary for the area of assignment.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**ENVIRONMENTAL HEALTH SPECIALIST II**

**DEFINITION**

Under general direction, conducts routine sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; provides training for other staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the fully experienced journey level in the Environmental Health Specialist class series. Incumbents in this class are registered Environmental Health Specialists and conduct a broad array of education, inspection and enforcement activities in all environmental health program areas.

**REPORTS TO**

Director of Environmental Health

**CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide training for other staff, as necessary.

## **ENVIRONMENTAL HEALTH SPECIALIST II – 2**

### **EXAMPLES OF DUTIES**

- The Environmental Health Specialist II performs a broad array of environmental health program activities.
- The incumbent conducts routine inspections to secure compliance with Federal, State, and local sanitation laws and regulations in all environmental health program areas including: food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.
- Typical duties may include:
- Performs food facility inspections and advises food handlers and restaurant operators on correct methods of sanitation protection.
- Conducts investigations of public or private sanitation-related nuisances or complaints.
- Makes inspections of public recreational facilities and swimming pools.
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
- Takes water, sewage, soil, and waste samples and interprets data.
- Interprets environmental health laws and regulations for the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and approves development and construction plans for compliance with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse.
- Completes reports of findings.
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing.
- Works with various environmental health committees.
- Assists with the development of Environmental Health policies and ordinances.
- Makes abatement recommendations and instructs communities in proper control methods.
- Participates in and conducts training of staff.
- Prepares and submits complex studies and reports.
- Conducts educational meetings with the public.
- Testifies in court as expert witness.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.



## **ENVIRONMENTAL HEALTH SPECIALIST II – 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, and hazardous wastes.
- Chemical, biological, physical, and environmental sciences.
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Methods and procedures for inspecting and correcting unsanitary conditions.
- Sampling techniques and standards.
- Functions and operations of related local, State, and Federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

#### **Ability to:**

- Perform a variety of environmental health and hazardous waste investigations and inspections with minimal guidance and supervision.
- Perform special assignments and projects.
- Provide training for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental health problems and unsanitary conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

## ENVIRONMENTAL HEALTH SPECIALIST II – 4

### **Training and Experience:**

Qualification needed for this position:

Eighteen (18) months of experience performing a variety of environmental health investigations and inspections equivalent of Environmental Health Specialist I with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

**Special Requirements:** Possession of valid Environmental Health registration issued by the State Department of Health Services.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

Some positions may require special training and/or certification as necessary for the area of assignment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

**ENVIRONMENTAL HEALTH SPECIALIST III**

**DEFINITION**

Under general direction, performs routine to the most complex sanitary inspections and investigations in the enforcement of Federal, State, County, and local environmental health, safety, and hazardous materials laws, rules, regulations, and standards; serves in a lead capacity in a designated area of environmental health investigation and enforcement; provides administrative support for the Director of Environmental Health; provides training for other staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Environmental Health Specialist class series. Incumbents in this class are registered Environmental Health Specialists and conduct a broad array of education, inspection and enforcement activities in all environmental health program areas, performing the most complex assignments. This class is also distinguished from the Environmental Health Specialist II classification by the requirement that incumbents are responsible to administer a designated environmental health program or programs, and provide supervision or lead direction to other staff.

**REPORTS TO**

Director of Environmental Health

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Environmental Health Technician I/II and provides training and lead direction to other staff.

## **ENVIRONMENTAL HEALTH SPECIALIST III – 2**

### **EXAMPLES OF DUTIES**

- The Environmental Health Specialist III performs a broad array of environmental health program activities including the most complex investigations as needed.
- The incumbent conducts inspections to secure compliance with Federal, State, and local sanitation laws and regulations and serves as a program specialist in one or more of the following program areas:
- Food and consumer protection, sewage disposal and liquid waste management, housing and institutions, land use, recreational health, water supply protection, solid waste management, public nuisances, hazardous materials management, underground storage tanks, vector and rabies control.
- Typical duties may include:
- Performs food facility inspections and advises food handlers and restaurant operators on correct methods of sanitation protection.
- Conducts environmental health surveys of communities and confers with local officials on sanitation problems.
- Makes inspections of public and private recreational facilities and swimming pools.
- Makes housing inspections to determine health and safety compliance with appropriate laws and standards.
- Takes water, sewage, soil, and waste samples and interprets data.
- Interprets environmental health laws and regulations for the public.
- Reviews plans for new subdivisions and recommends suitable water and sewage installations.
- Reviews and approves development and construction plans for compliance with Environmental Health regulations and standards.
- Conducts on-site evaluations of sewage disposal systems.
- Conducts studies and evaluates information regarding hazardous materials storage, treatment, disposal, reduction, and reuse.
- Initiates legal actions resulting from non-compliance by issuing a notice to appear in court, filing a criminal complaint, or scheduling an administrative hearing.
- Works with various environmental health committees.
- Conducts training of staff.
- Prepares and administers grants.
- Prepares and submits complex studies and reports.
- Conducts educational meetings with the public.
- Testifies in court as expert witness.
- Develops policies and procedures related to the specific program area assignment.
- Provides administrative support for the Director of Environmental Health.
- May administer the activities of a satellite office.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **ENVIRONMENTAL HEALTH SPECIALIST III – 3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Laws, rules, regulations, requirements, and procedures governing environmental health, sanitation, and hazardous wastes.
- Chemical, biological, physical, and environmental sciences.
- Principles and practices of environmental health and hazardous waste inspection, review, compliance, consultation and enforcement.
- Methods and procedures for inspecting and correcting unsanitary conditions.
- Sampling techniques and standards.
- Grant administration.
- Functions and operations of related local, State, and Federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles of project planning, coordination and direction.
- Principles of training and work coordination.
- Principles and practices of quality customer service.
- Methods and procedures of staff supervision and evaluation.

#### **Ability to:**

- Perform the full scope of environmental health and hazardous waste investigations and inspections with minimal guidance and supervision, as well as the most complex assignments.
- Perform special assignments and/or administrative support for the Director of Environmental Health.
- Provide training and work coordination for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Interpret, apply and develop policies, regulations, and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of environmental health problems and sanitary conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.
- Organize, plan, and lead the activities of specific environmental health programs.

REVISED: 05/2017

## ENVIRONMENTAL HEALTH SPECIALIST III – 4

### Training and Experience:

Qualifications needed for this position:

Two (2) years of experience performing a variety of environmental health investigations and inspections equivalent to Environmental Health Specialist II with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major in biology, chemistry, physics, environmental science, or a closely related field.

Special Requirements: Possession of valid Environmental Health registration issued by the State Department of Health Services.

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

Some positions may require special training and/or certification as necessary for the area of assignment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

# Exhibit B

## **HAZARDOUS MATERIALS SPECIALIST I**

### **DEFINITION**

Under supervision, to assist with and learn to conduct inspections and investigations in the enforcement of Federal, State, and County hazardous materials and hazardous waste laws, rules, regulations, and standards; and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level in the Hazardous Materials Specialist class series. Incumbents receive training in the techniques and procedures essential to conducting inspections and investigations in the enforcement of hazardous waste, hazardous materials and underground storage tank regulations. After incumbents become familiar with the full scope of office and field activities and demonstrate sound work habits, they are eligible for promotion to Hazardous Materials Specialist II.

### **REPORTS TO**

Director of Environmental Health, Environmental Health Specialist III, Hazardous Materials Specialist II.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.



## **HAZARDOUS MATERIALS SPECIALIST I – 2**

### **EXAMPLES OF DUTIES**

- Attends training inspections to receive instruction on environmental health and safety and hazardous materials management principles, methods and techniques.
- Conducts periodic inspections and complaint investigations of all types of hazardous waste and hazardous materials facilities including underground storage tanks.
- Conducts plan checks, tank removals and closure inspections and oversees testing of underground storage tanks to ensure compliance with state laws.
- Conducts environmental surveys, field investigations, monitoring programs, data collections, chemical testing, and sampling.
- Collects samples and specimens for laboratory analysis and interprets laboratory findings for corrective actions.
- Prepares inspection reports for the enforcement of public health laws and regulations.
- Develops and recommends procedures for corrective action hazardous waste generators.
- Assists other agencies in the investigation of complaints and suspected violations of hazardous waste, hazardous materials and underground tank laws.
- Gathers evidence of violations and non compliance with public health laws and regulations.
- Assists in preparing court cases by completing inspection reports and attending office hearings.
- May participate in the collection of recyclable wastes from the public and the household hazardous waste collection operation.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

## **HAZARDOUS MATERIALS SPECIALIST I - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Chemical, biological, physical and environmental sciences.
- Basic principles and practices of environmental health and/of hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

#### **Ability to:**

- Assist with and learn to perform a variety of hazardous materials and hazardous waste investigations and inspections.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of hazardous materials and hazardous waste problems and conditions.
- Operate a variety of office equipment and computers in the performance of assigned duties.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

## **HAZARDOUS MATERIALS SPECIALIST I - 4**

### **Training and Experience**

Qualifications needed for this position:

Equivalent to graduation from a four (4) year college or university with a major on biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science or a closely related field.

Some previous experience performing or assisting with environmental health of hazardous materials investigations and inspections is highly desirable.

### **Special Requirements:**

Possession of current HAZWOPER certification, or state approved alternative hazardous materials certification, is highly desirable and required with 6 months of employment.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **HAZARDOUS MATERIALS SPECIALIST II**

### **DEFINITION**

Under general direction, conduct inspections and investigations in the enforcement of Federal, State, and County hazardous materials and hazardous waste laws, rules, regulations, and standards; provides training for other staff and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully experienced journey level in the Hazardous Materials Specialist class series. Incumbents in this class conduct routine to complex independent inspections in the hazardous material, hazardous waste and underground storage tank program areas.

### **REPORTS TO**

Director of Environmental Health, Environmental Health Specialist III

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Provides lead direction and training for Hazardous Materials Specialist I

## **HAZARDOUS MATERIALS SPECIALIST II – 2**

### **EXAMPLES OF DUTIES**

- Conducts periodic inspections and complaint investigations of all types of hazardous waste and hazardous materials facilities including underground storage tanks.
- Conducts plan checks, tank removals and closure inspections and oversees testing of underground storage tanks to ensure compliance with state laws.
- Conducts environmental surveys, field investigations, monitoring programs, data collections, chemical testing, and sampling.
- Collects samples and specimens for laboratory analysis and interprets laboratory findings for corrective actions.
- Prepares inspection reports for the enforcement of public health laws and regulations.
- Performs hazardous materials mitigation or categorization evaluations in the field.
- Prepares environmental recommendations and technical reports and conducts special hazardous waste or hazardous materials management projects including storage tank release cleanups.
- Makes joint inspections with federal, state and local agencies as required.
- Assists in field supervision of hazardous substance releases during emergency or disaster situations under the authority of the Health Officer.
- Analyzes proposed or existing legislation to determine impact on hazardous materials operations.
- Participates in the development and implementation of staff development and training programs gathers evidence of violations and non-compliance with hazardous materials and hazardous waste laws and regulations.
- Issues warnings and citations for infraction violations, preparing reports and evidence, testifies in court as the investigation officer or supporting witness.
- Makes presentations to the public or business groups.
- May participate in the collection of recyclable wastes from the public or oversee the household hazardous waste collection operation.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

## **HAZARDOUS MATERIALS SPECIALIST II - 3**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles of hazardous materials management.
- Laws, rules, regulations, requirements, and procedures governing environmental health, hazardous materials, and hazardous wastes.
- Chemical, biological, physical and environmental sciences.
- Principles and practices of environmental health and/of hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Functions and operations of related local, state and federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.

#### **Ability to:**

- Perform hazardous materials and hazardous waste investigations and inspections with minimal guidance and supervision.
- Perform special assignments and projects.
- Provide training for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.
- Read, interpret and apply policies, regulations and procedures regarding environmental health inspections and compliance.
- Prepare a variety of technical reports.
- Provide instruction, guidance, and consultation in correction of hazardous materials and hazardous waste problems and conditions.
- Operate a variety of office equipment and computers in the performance of environmental health inspections and investigations.
- Effectively represent Environmental Health in contacts with the public, and other agencies.
- Establish and maintain effective working relationships.

## HAZARDOUS MATERIALS SPECIALIST II - 4

### **Training and Experience**

Qualifications needed for this position:

Twelve (12) months of experience performing a variety of hazardous materials and hazardous waste investigations and inspections equivalent to Hazardous Materials Specialist I with Plumas County.

Equivalent to graduation from a four (4) year college or university with a major on biology, chemistry, physics, environmental science, toxicology, hazardous materials management, fire science or a closely related field.

**Special Requirements:** Possession of current HAZWOPER certification, or advanced state-approved hazardous materials certification.

Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## **HAZARDOUS MATERIAL SPECIALIST III**

### **DEFINITION**

Under general direction, conduct inspections and investigations in the enforcement of Federal, State, and County hazardous materials and hazardous waste laws, rules, regulations, and standards; provides training for other staff and perform related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level in the Hazardous Materials Specialist class series. Incumbents in this class conduct a broad array of education, inspections and enforcement activities in the hazardous material, hazardous waste and underground storage tank program areas. This class is distinguished from the HMS II by the requirement that incumbents are responsible for program management and administration.

### **REPORTS TO**

Director of Environmental Health

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Provides lead direction and training for Hazardous Materials Specialist I and II



## **HAZARDOUS MATERIAL SPECIALIST III - 2**

### **EXAMPLES OF DUTIES**

- The Hazardous Material Specialist III performs a broad array of hazardous material management program activities including the most complex investigations as needed.
- The incumbent conducts inspections to secure compliance with Federal, State and local hazardous material and hazardous waste laws and regulation.
- Administers the hazardous material management program according to the state certification requirements.
- Conducts periodic inspections and complaint investigations of all types of hazardous waste and hazardous materials facilities including underground storage tanks.
- Conducts plan checks, tank removals and closure inspections and oversees testing of underground storage tanks to ensure compliance with state laws.
- Conducts environmental surveys, field investigations, monitoring programs, data collections, chemical testing, collects samples and specimens for laboratory analysis and interprets laboratory findings for the enforcement of public health laws and regulations.
- Performs hazardous materials mitigation or categorization evaluations in the field.
- Prepares environmental recommendations and technical reports and conducts special hazardous waste or hazardous materials management projects including storage tank release cleanups.
- Makes joint inspections with federal, state and local agencies as required.
- Assists in field supervision of hazardous waste cleanup operations.
- Oversees the mitigation of hazardous substance releases during emergency or disaster situation under the authority of the Health Officer.
- Analyzes proposed or existing legislation to determine impact on hazardous materials operations.
- Participates in the development and implementation of staff development and training programs gathers evidence of violations and non-compliance with hazardous materials and hazardous waste laws and regulations.
- Issues warnings and citations for infraction violations, preparing reports and evidence, testifies in court on behalf of the County.
- Makes presentations to the public or business groups.
- May participate in the collection of recyclable wastes from the public or oversee the household hazardous waste collection operation.
- May administer hazardous materials activities in neighboring counties.
- Provides technical support to Plumas County Hazardous Material Team.
- Attend/participate/lead inter-agency meetings, such as Emergency Medical Care Committee, Environmental Task Force, Local Emergency Planning Committee, NorCal CUPA Forum and Public Health Preparedness, as required.

## **HAZARDOUS MATERIAL SPECIALIST III - 3**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; crawl through various areas on hands and knees; stand, walk, or crouch on narrow and slippery surfaces; climb ladders, stairs, and scaffolding; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both an indoor and outdoor environment; some work is performed in varying temperature and humidity; exposure to high levels of noise; some exposure to dust; continuous contact with staff and the public.

### **DESIRED QUALIFICATIONS**

#### **KNOWLEDGE OF**

- Principles of hazardous materials management.
- Laws, rules, regulations, requirements, and procedures governing environmental health, hazardous materials, and hazardous wastes.
- Chemical, biological, physical and environmental sciences.
- Principles and practices of environmental health and/of hazardous waste inspection, review, compliance, consultation and enforcement.
- Sampling techniques and standards.
- Functions and operations of related local, state and federal agencies and community organization.
- Computerized Environmental Health database and information systems.
- Principles and practices of quality customer service.
- Principles of project planning, coordination and direction.
- Principles of training and work coordination

#### **ABILITY TO**

- Organize, plan and lead the activities of the CUPA program elements.
- Perform hazardous materials and hazardous waste investigations and inspections with minimal guidance and supervision.
- Perform special assignments and projects.
- Provide training for other staff.
- Collect, analyze, and interpret environmental data, reaching valid conclusions.

Environmental Health Specialist I (EHS) & Hazardous Materials Specialist I (HMS) Series

Current wage range -\$19.74

		FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
Proposed wage range - \$22.70						
EHS & HMS I Current range	Current	\$ 41,059.00	\$ 43,118.00	\$ 45,282.00	\$ 47,549.00	\$ 49,941.00
Retirement (Classic Rate)		\$ 7,939.99	\$ 8,338.16	\$ 8,756.63	\$ 9,195.03	\$ 9,657.59
FICA / Medicare		\$ 3,141.01	\$ 3,298.53	\$ 3,464.07	\$ 3,637.50	\$ 3,820.49
<b>Total</b>		<b>\$ 52,140.00</b>	<b>\$ 54,754.69</b>	<b>\$ 57,502.71</b>	<b>\$ 60,381.52</b>	<b>\$ 63,419.08</b>
EHS & HMS I proposed range						
Proposed wage \$22.70		\$ 47,216.00	\$ 49,587.00	\$ 52,083.00	\$ 54,704.00	\$ 57,450.00
Retirement (Classic Rate)		<b>\$ 9,130.63</b>	<b>\$ 9,589.13</b>	<b>\$ 10,071.81</b>	<b>\$ 10,578.66</b>	<b>\$ 11,109.68</b>
FICA/Medicare		\$ 3,612.02	\$ 3,793.41	\$ 3,984.35	\$ 4,184.86	\$ 4,184.86
<b>Total</b>		<b>\$ 59,958.65</b>	<b>\$ 62,969.54</b>	<b>\$ 66,139.16</b>	<b>\$ 69,467.52</b>	<b>\$ 72,744.54</b>
Five Year Differential	Difference	<b>\$ (7,818.65)</b>				
			<b>\$ (8,214.85)</b>			
				<b>\$ (8,636.45)</b>		
					<b>\$ (9,085.99)</b>	
						<b>\$ (9,325.46)</b>
Five year increase to Personnel Budget	<b>\$ (43,081.41)</b>					

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Environmental Health Specialist II (EHS) & Hazardous Materials Specialist II (HMS) Series

Current wage range - \$21.77

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Proposed wage range - \$25.04						
EHS & HMS II Current range	Current	\$ 45,282.00	\$ 47,549.00	\$ 49,941.00	\$ 52,458.00	\$ 55,099.00
Retirement (Classic Rate)		\$ 8,756.63	\$ 9,195.03	\$ 9,657.59	\$ 10,144.33	\$ 10,655.04
FICA / Medicare		\$ 3,464.07	\$ 3,637.50	\$ 3,820.49	\$ 4,013.04	\$ 4,215.07
<b>Total</b>		<b>\$ 57,502.71</b>	<b>\$ 60,381.52</b>	<b>\$ 63,419.08</b>	<b>\$ 66,615.37</b>	<b>\$ 69,969.12</b>
EHS & HMS II proposed range						
Proposed wage \$25.04		\$ 52,083.00	\$ 54,704.00	\$ 57,450.00	\$ 60,341.00	\$ 63,378.00
Retirement (Classic Rate)		<b>\$ 10,071.81</b>	<b>\$ 10,578.66</b>	<b>\$ 11,109.68</b>	<b>\$ 11,668.74</b>	<b>\$ 12,256.04</b>
FICA/Medicare		\$ 3,984.35	\$ 4,184.86	\$ 4,394.93	\$ 4,616.09	\$ 4,816.09
<b>Total</b>		<b>\$ 66,139.16</b>	<b>\$ 69,467.52</b>	<b>\$ 72,954.61</b>	<b>\$ 76,625.83</b>	<b>\$ 80,250.12</b>
Five Year Differential	Difference	<b>\$ (8,636.45)</b>				
			<b>\$ (9,085.99)</b>			
				<b>\$ (9,535.53)</b>		
					<b>\$ (10,010.46)</b>	
						<b>\$ (10,281.01)</b>
Five year increase to Personnel Budget	<b>\$ (47,549.44)</b>					

Prepared on May 26, 2017

Environmental Health Specialist III (EHS) & Hazardous Materials Specialist III (HMS) Series

Current wage range - \$23.96

		FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Proposed wage range - \$27.55						
EHS & HMS II Current range	Current	\$ 49,837.00	\$ 52,333.00	\$ 54,954.00	\$ 57,720.00	\$ 60,611.00
Retirement (Classic Rate)		\$ 9,637.48	\$ 10,120.16	\$ 10,627.00	\$ 11,161.89	\$ 11,720.96
FICA / Medicare		\$ 3,812.53	\$ 4,003.47	\$ 4,203.98	\$ 4,415.58	\$ 4,636.74
<b>Total</b>		<b>\$ 63,287.01</b>	<b>\$ 66,456.63</b>	<b>\$ 69,784.99</b>	<b>\$ 73,297.47</b>	<b>\$ 76,968.70</b>
EHS & HMS II proposed range						
Proposed wage \$27.55		\$ 57,304.00	\$ 60,174.00	\$ 63,190.00	\$ 66,352.00	\$ 69,680.00
Retirement (Classic Rate)		\$ 11,081.45	\$ 11,636.45	\$ 12,219.68	\$ 12,831.15	\$ 13,474.72
FICA/Medicare		\$ 4,383.76	\$ 4,603.31	\$ 4,834.04	\$ 5,075.93	\$ 5,075.93
<b>Total</b>		<b>\$ 72,769.20</b>	<b>\$ 76,413.76</b>	<b>\$ 80,243.72</b>	<b>\$ 84,259.08</b>	<b>\$ 88,230.65</b>
Five Year Differential	Difference	\$ (9,482.19)				
			\$ (9,957.13)			
				\$ (10,458.73)		
					\$ (10,961.60)	
						\$ (11,261.95)
Five year increase to Personnel Budget	\$ (52,121.61)					

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# Exhibit D

# ENVIRONMENTAL HEALTH

## Organization Chart FY 16-17

