



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Environmental Health Technician - Extra-Help

An Equal Opportunity Employer

SALARY

\$19.10 - \$23.22 Hourly

OPENING DATE: 02/27/18

CLOSING DATE: 03/13/18

THE POSITION

County of Sonoma Environmental Health & Safety (EHS) seeks a qualified and eager individual for their Environmental Health Technician - Extra-Help position!

The Environmental Health Technician works in the Public Health Division of the Department of Health Services (DHS) as an integral part of the Environmental Protection team. This position helps to ensure the safety of recreational water bathing sites along the Sonoma coast and the Russian River through regular monitoring and sampling activities. In addition, the Environmental Health Technician may assist with the waste tire enforcement program by performing waste tire surveillance activities and regulatory inspections of waste tire facilities. Specific duties may include:

- Water sampling and re-sampling activities at 7 locations along the Sonoma coast and 10 locations along the Russian River for submission to the Public Health Lab; reporting test results to supervising staff
- Posting ocean and/or river advisories or closures when necessary and assisting other staff with enforcement, outreach, and website/hotline updates and notifications
- Conducting inspections, reviewing applications, obtaining factual data, issuing permits, and enforcing local and State laws and regulations pertaining to waste tires
- Providing recommendations for abatement of violations and nuisances
- Preparing routine reports, statistics, correspondence, and assisting in preparation of technical reports on inspections and violations
- Supporting witness preparation and appearing as a witness in administrative hearings, citations, and court cases
- Updating the public regarding general and technical information related to environmental health regulations and the permit application process

The ideal candidate will possess:

- An interest in science and community health; an enthusiasm to learn and assist Environmental Health staff
- The availability to work two to five days per week and have the flexibility to alter their schedule when necessary
- The ability to work independently, follow program standards, analyze regulations, and maintain sampling consistency in variable environmental conditions
- Strong oral and written communication and interpersonal skills, to effectively interact with the public and other staff

About EHS

It is the mission of EHS to protect health, prevent disease and promote health for all persons in Sonoma County and enhance quality of life by preventing or controlling those diseases or deaths that result from interactions between people and the places they live, work and play.

EHS programs employ strategies to prevent health hazards. Strategies include education, surveillance, inspections, response to citizen tips, sampling, health warning postings, and enforcement where necessary.

Extra-Help Employment

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary, extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra help basis.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

This recruitment is being conducted to fill **a temporary extra-help** position in the Department of Health Services. This employment list may also be used to fill future extra-help positions as they occur during the active status of this list.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education, training and experience, which would likely provide for possession of stated knowledge and abilities. Normally, this would include course work in biology, chemistry, hydrology, environmental science or studies, land use planning, law, or civil engineering, and some experience performing activities related to environmental health, land use or permit processing in a government or regulatory environment.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic biology and chemistry; general scientific terminology; basic mathematics; standard letter and report formats; standard English grammar, usage, and composition.

Some knowledge of: the operations and functions of County government; methods and procedures used in the inspection and investigation of unsanitary conditions.

Ability to: learn State and County laws and ordinances governing land use and solid waste; principles and practices of city, County or governmental code enforcement; learn, understand, and explain applicable environmental health regulations and/or the permitting process; learn the methods and procedures used in the inspection, investigation and correction of unsanitary and hazardous conditions; learn and use proper sampling techniques; follow topographic and street maps; use the five senses to observe conditions at inspection sites; drive safely in a variety of conditions; use a personal computer and standard business software applications, including word processing, spreadsheet, and database software, e-mail, and Internet search engines; keep accurate records; work in extreme temperatures or other varying weather conditions; be exposed to allergens such as poison oak, pollen and bee stings; be exposed to noxious odors, and unsanitary conditions at inspection sites; work independently and make appropriate decisions within the limits of own expertise and authority; follow written and oral instructions; clearly, effectively, and tactfully communicate with a wide variety of people.

SELECTION PROCEDURE

& SOME HELPFUL TIPS WHEN APPLYING

Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process. You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.

You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.

Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: TF

HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #18/02-2609-EH
ENVIRONMENTAL HEALTH TECHNICIAN - EXTRA-HELP
TF

Environmental Health Technician - Extra-Help Supplemental Questionnaire

- * 1. Please describe your qualifying training or coursework in biology, chemistry, hydrology, environmental science or studies, land use planning, law, or civil engineering.
- * 2. Please describe your qualifying experience performing activities related to environmental health, land use or permit processing in a government or regulatory environment.
- * 3. Please describe your experience conducting investigations and preparing reports, statistics, and correspondence on inspections and violations. Detail the conditions you encountered and how you approached collecting and evaluating the information needed to address the situation.
- * 4. Please describe your experience conducting water sampling activities. If you do not possess this experience, please respond, "NA."
- * 5. Please describe a situation that required you to share official/technical information with clientele or the public. Detail your role, the client/audience, the information you provided, and how you delivered the information.
- * 6. How did you first learn about this opportunity?
 - ☐ CalJobs
 - ☐ California Conference of Directors of Environmental Health
 - ☐ California Environmental Health Association
 - ☐ College or University
 - ☐ Craigslist
 - ☐ Empire College
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County
 - ☐ Job Fair
 - ☐ La Voz
 - ☐ Latino Service Providers
 - ☐ Monster
 - ☐ National Environmental Health Association
 - ☐ Press Democrat
 - ☐ Sonoma County Human Resources Office
 - ☐ sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Job Line
 - ☐ SSU
 - ☐ SRJC
 - ☐ Twitter
 - ☐ Other Internet Site
 - ☐ Other Publication

* Required Question