



STATE OF COLORADO
invites applications for the position of:

Retail Food Program Coordinator - 1835

**A residency waiver has been granted for this announcement.
Applications will be considered from residents and non-
residents of Colorado.**

CLASS TITLE: ENVIRONMENTAL PROTECTION SPECIALIST III

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: 4300 Cherry Creek Drive South, Denver, CO 80246

SALARY: \$5,828.00 - \$8,835.00 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 08/03/15

CLOSING DATE: 09/01/15 11:59 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



COLORADO
Department of Public
Health & Environment

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This announcement will remain open until September 1, 2015, or until we have identified an adequate applicant pool, whichever occurs first. As such, applicants are encouraged to submit applications early.

Make a real difference . . .

Do you have a passion and drive to apply your talent to make a better Colorado? Are you a looking for a career that provides you with opportunities to improve the world around you? The Colorado Department of Public Health and Environment (CDPHE) is seeking individuals to apply for a terrific position that makes a direct impact on improving the lives of Colorado citizens. Our mission is to protect and improve the health of Colorado's people and the quality of its environment.

If your goal is to build a career that makes a difference, consider joining the dedicated people of the Colorado Department of Public Health and Environment. Our professionals strive to make Colorado the healthiest place to live. Our non-smoking campus offers free parking and is conveniently located near RTD bus lines, the Cherry Creek Shopping Center and the Cherry Creek bike path. In addition to a great location and rewarding, meaningful work, we offer:

- Employee wellness programs and facilities
- Extensive internal professional development opportunities on a wide variety of subjects
- Bike to work programs, including access to storage lockers and bike racks
- Distinctive career advancement opportunities throughout the State system
- Strong, yet flexible [retirement benefits](#) including a choice of the PERA Defined Benefit Plan or the PERA Defined Contribution Plan, plus optional 401K and 457 plans
- [Medical and dental health plans](#)
- Paid life insurance
- Short- and long-term disability coverage
- 10 paid holidays per year plus generous personal time off
- Mentoring program with opportunities for mentors and mentees
- Tuition assistance for college level courses including Masters degree programs, and
- Excellent work-life programs, such as flexible schedules, and more

DESCRIPTION OF JOB:

The Work Unit:

The position is under the direction of the Deputy Director and oversees the State retail food program. This program is delegated through statutory authority to Local Public Health Agencies (LPHA). LPHAs conduct inspections and day-to-day program functions at the local level. The Division performs these duties in the counties in Colorado that have not taken on this program services as part of their LPHA functions.

What You'll Be Doing:

The position, in cooperation with LPHAs, is responsible for assuring compliance with the requirements of the retail food laws and regulations of the State. These duties are accomplished through inspections and compliance assistance, by reviewing licensing information, and through plan review submissions and other field-generated information for retail food operations within the State. The position determines the appropriate response, which may include informal or formal responses, such as embargo, condemnation, seizure, injunctive relief and recalls. The position may request additional field investigations, recommend, research and develop administrative or judicial enforcement actions, and develop and negotiate civil penalties. The position is also responsible for drafting new regulations, completing State Board of Health documents, and coordinating stakeholder meetings.

This position exists to function as the work group leader for the Retail Food Program staff. The position will be responsible for general staff support, project management assistance, facilitation of equipment and training needs as well a support for field personnel. Field support will include inspections, joint inspections, training and inspection report reviews. This position will also serve as the technical lead for civil penalty enforcement proceedings and perform as the State's lead in achieving compliance with the FDA's Voluntary National Retail Food Regulatory Program Standards. This position will coordinate foodborne illness and food emergency investigations for the division and coordinate with other local, state and federal agencies on these activities.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree in biology, microbiology, physical or health science, environmental health or science, or closely related field and at least four (4) years of professional level environmental, regulatory, project management,

or consulting experience which included regulatory compliance, conducting field inspections, and/or enforcement related activities related to environmental health.

This experience must be substantiated within the work history section of your application. See Resume will not be accepted. In addition, part-time work will be pro-rated.

Substitutions:

Professional level environmental, regulatory, project management, or consulting experience which included regulatory compliance, conducting field inspections, and/or enforcement related activities related to environmental health which provided the same kind, amount and level of knowledge acquired in the required education may substitute for the degree on a year-for year basis. A master's or doctorate degree from an accredited college or university in biology, microbiology, physical or health science, environmental health or science, or sustainability may substitute for the bachelor's degree and one year of general experience.

A copy of your transcript must be submitted at the time of application (Unofficial transcripts are acceptable.)

Preferred Qualifications and Competencies:

- Credentialed as a Certified Food Safety Professional with the National Environmental Health Association (NEHA);
- Experience in the administration of local or state retail food programs;
- Experience in the administration of broad-based environmental and public health regulations. Experience can be either singular or in a combination of years functioning as the regulatory authority or as an operations manager/consultant assuring compliance with the governing regulations;
- Experience supervising or work leading 2 or more professional staff;
- Experience implementing regulations through consensus-building, facilitation of stakeholder processes, public speaking, and/or training;
- Experience with the implementation of federal, state, and local laws, regulations, ordinances, and codes, and demonstrable understanding of the impacts of those regulations on the regulated community;
- Experience on, or as a consultant to, regulatory boards and commissions;
- Excellent personal computer skills;
- Strong organization and/or project management skills;
- Excellent interpersonal skills;
- Excellent planning, organization and prioritization skills;
- Excellent critical thinking skills;
- Thorough when performing work and conscientious about attending to detail;
- Excellent customer service skills;
- Good group facilitation skills;
- Knowledge of environmental health on a broad basis and the associated rules, laws, regulations, and policies;
- Ability to read regulations and statutes and develop related guidance that is understandable to those in the regulatory community;
- Knowledge and ability to write technical reports and make presentations of scientific findings and assessments;
- Knowledge and ability to analyze and compile data into a clear, concise reports;
- Superior verbal and written communication skills and effective listening skills;
- Self-motivated;
- Ability to multi-task, embrace ambiguity, understand organizational dynamics, recognize trends and identify systematic approaches to solving problems;
- Ability to establish and maintain effective working relationships with all colleagues,

vendors and stakeholders;

- Ability to work well independently as well as in/with a team;
- Knowledge of and ability to apply concepts and principles of environmental science in order to evaluate environmental project proposals and recommend improvements;
- Knowledge of and ability to influence broad environmental programs and policies within CDPHE;
- Ability to work collaboratively with diverse stakeholders including state & local governments, non-profits, community groups, private regulated entities and FDA.

Conditions of Employment:

- Possess and maintain a valid Colorado driver's license without restrictions.
- Must be willing and able to travel independently throughout the state including overnight stays up to 50% of the time.
- Must pass a pre-employment criminal background check that will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges.
- On Call Status: Must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak, or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place.

SUPPLEMENTAL INFORMATION:

A complete application packet must include:

- A completed State of Colorado application.
- If using education to qualify, or to demonstrate completion of preferred coursework, a copy of your college/university transcripts. Transcripts can be attached to your CO Jobs application.
- A resume.
- A cover letter not to exceed two pages.

APPEAL RIGHTS:

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb. A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, CO 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

TRANSCRIPTS REQUIRED:

An unofficial copy of transcripts must be submitted at the time of application. Transcripts from colleges or universities outside the United States must be assessed for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in your application being rejected and you will not be able to continue in the selection process for this announcement.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

N. A.

DEPARTMENT CONTACT INFORMATION:

Jim Davidson 303-692-2062

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #FAAA01835-08/15
RETAIL FOOD PROGRAM COORDINATOR - 1835
JD

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Retail Food Program Coordinator - 1835 Supplemental Questionnaire

- * 1. Part of the exam for this position involves a review of the information you submit in your application materials. Candidates have the opportunity to attach additional documents such as cover letters, resumes, and/or letters of recommendation to your application to demonstrate that you possess the education and experience relating to the requirements AND the highly preferred competencies for this position. Please understand, failure to include adequate information on your job application or to follow instructions may affect your score and prevent you from competing in subsequent measures used to arrive at a top group of applicants. Have you attached all the documentation you wish to be considered in the selection process to your job application?
- Yes No
- * 2. A cover letter is required as part of the application process. Did you attach a cover letter following the instructions in the job announcement?
- Yes No
- * 3. This position requires you to have and maintain a current/valid driver's license as a condition of employment. Do you have a valid/current driver's license and do you agree to this condition of employment?
- Yes No
- * 4. This position requires the ability to travel independently approximately 50% of the time, including overnight stays, as a condition of employment. Do you agree to this condition of employment?
- Yes No
- * 5. Must successfully pass a pre-employment criminal background check that will be conducted as part of the selection process. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from being considered for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide the Colorado Department of Public Health and Environment Human Resources office with an official disposition of any charges. Do you agree to this condition of employment?
- Yes No
- * 6. On Call Status: Must be willing to be on-call in the event of an emergency (e.g. bio-terrorist attack, chemical attack, disease outbreak, or all hazards) and be required to report to work immediately at the regular or alternate location. During this time, travel restrictions may be in place. Do you agree to this condition of employment?
- Yes No
- * 7. This position will be responsible for leading projects and building consensus within stakeholder groups. While this can be very challenging, please explain how you have collaborated and achieved cohesion with your team and external partners?

- * 8. This position must manage many deadlines and diverse interests. Please describe your experience tracking, managing, and reporting on a variety of projects that had deadlines and providing communication to the team.

* Required Question