

POSITION OPENING ANNOUNCEMENT

September 15, 2015

Resumes will not be accepted in lieu of a Boulder County application.

JOB TITLE: Environmental Health Specialist – Food Safety

SALARY RANGE: \$3748.00-5395.00/Month (EHI)
\$4445.00-6401.00/Month (EHII) **(NOTE: New employees typically start at or near entry level)**

COUNTY PERSONNEL CLASSIFICATION: Environmental Health Specialist I or II (EHS II or II)

NO. HOURS/WEEK: 40

OFFICE LOCATION: 3450 Broadway, Boulder, CO 80304

DESCRIPTION OF WORK: This position works in the Consumer Protection Program and performs a variety of duties to help prevent the spread of disease, mitigate health risks and ensure compliance with all rules and regulations in the area of food safety. This position requires the ability to speak and write fluent English; a bicultural person is preferred.

DUTIES AND RESPONSIBILITIES:

- Conducts retail food establishment inspections in accordance with federal, state, and local regulations and ordinances.
- Issues retail food licenses and permits.
- Works with the retail food industry and the public to reduce environmental health-related food safety risks.
- Develops and conducts educational classes and presentations for clients, industry, and the public.
- Designs educational and training materials and develops outreach strategies for target groups in the area of food safety.
- Performs investigations of public complaints related to food safety.
- Conducts epidemiological investigations related to foodborne illness.
- Fosters teamwork and open communication among staff; participates in team-building activities.
- Performs other duties, as assigned.

QUALIFICATIONS: When submitting your application, make sure you explain how your qualifications adequately address the job requirements of this position, as applications are screened based on the qualifications listed in this position announcement.

Education: Graduation from an accredited college or university with a bachelor's of degree in environmental health, public health, or related field.

--OR--

Additional related education may apply toward required experience.

Experience: A minimum of one year of professional experience in environmental health or health education. The final classification of either Specialist I or II is dependent upon years of experience and ability to perform technical tasks in investigation of environmental health conditions.

Knowledge, Skills, and Abilities:

- Knowledge of educational and community outreach strategies.
- Ability to understand, interpret, and apply statutes and regulations pertaining to food safety.
- Ability to effectively conduct educational classes.
- Ability to speak fluently and write in a second language (preferably an Asian language) is preferred but not required.
- Excellent collaboration skills with the ability to establish and maintain strong and effective working relationships with coworkers, partners, clients, outside agencies, and the public.
- Excellent written and oral communication skills.
- Proficiency in Microsoft Office (e.g. Word, Excel, PowerPoint, and Outlook); GIS experience is preferred.

Special Requirements:

- This position requires the ability to speak and write fluent English; a bicultural person is preferred.



- Must have access to reliable transportation that is readily available for business use.
- Must have a valid Colorado driver's license and adequate automobile insurance, as determined by Boulder County Risk Management.

APPLICATION INFORMATION

APPLICATION DEADLINE: All online applications must be received by Boulder County Public Health Human Resources by 4:30pm, Wednesday, September 30, 2015.

RESUMES NOT ACCEPTED IN LIEU OF APPLICATION. To be screened as an official applicant, you must submit an online Boulder County application (see below for website link). ***Hard-copy applications will NOT be accepted.***

SUBMITTING APPLICATIONS: Your online application MUST be received by Boulder County Public Health Human Resources, by the closing time and date listed above. Completed applications must be submitted online (see website link below). ***Hard-copy applications will NOT be accepted.***

BOULDER COUNTY EMPLOYMENT WEBSITE (including BCPH): www.bouldercounty.org/apply/jobs/pages/default.aspx

CONTACT INFORMATION:

- **BCPH Human Resources:** 303-441-1140
- **Email:** healthhr@bouldercounty.org
- **Hearing-Impaired Assistance:** 1-800-659-2656

BCPH EMPLOYMENT REQUIREMENTS

- **IMMIGRATION REFORM AND CONTROL ACT:** All new employees and rehires will be required to provide documentary proof of their eligibility for employment.
- **CONDITION OF EMPLOYMENT:** As an employee of Boulder County Public Health, you may be required to assist in response activities for disasters and emergencies (including acts of bioterrorism), which may occur outside of normal working hours. You may also be required to attend Incident Command System (ICS) training appropriate for your position.
- **BACKGROUND CHECK:** All new employees must agree to submit to and must clear all appropriate background checks.
- **IMMUNIZATION POLICY:** All new employees must receive required immunizations, as deemed necessary by BCPH, if proper proof of vaccination or disease is not provided prior to start date.
- **SUPERVISORY POSITIONS:** If this is a supervisory position, the successful applicant must complete Boulder County's Supervisory Certificate course within 24 months of hire.

Boulder County Public Health is an equal employment opportunity/affirmative action employer.