

**APPROVE RESOLUTION TO AMEND THE POSITION ALLOCATION
FOR ENVIRONMENTAL HEALTH DEPARTMENT #20550**

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

WHEREAS, these positions are necessary in the daily operational needs of the Environmental Health Department; and

WHEREAS, the Human Resources Director is recommending amending the position allocation to reflect changing the Administrative Assistant position to Environmental Health Technician I/II; and

WHEREAS, these corrections was brought to the attention of the Director of Human Resources who is now requesting approval of this resolution to amend the 2021/2022 Fiscal Year Position Allocation for department #20550; and

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

Approve the amendments to the Fiscal Year 2021/2022 Position Allocation to allocate the following positions:

| Environmental Health #20550 | Current FTE | Proposed FTE |
|---|--------------------|---------------------|
| Environmental Health Director | 1.00 | 1.00 |
| Senior Environmental Health Specialist | 0.00 | 0.00 |
| Environmental Health Specialist I/II/III OR | 4.00 | 4.00 |
| Hazardous Materials Specialist I/II/III | 0.00 | 0.00 |
| Environmental Health Technician I/II | 0.00 | 2.00 |
| Environmental Health Aide | 0.00 | 0.00 |
| Administrative Assistant I/II | 2.00 | 0.00 |
| Office Assistant I/II/III | 0.00 | 0.00 |

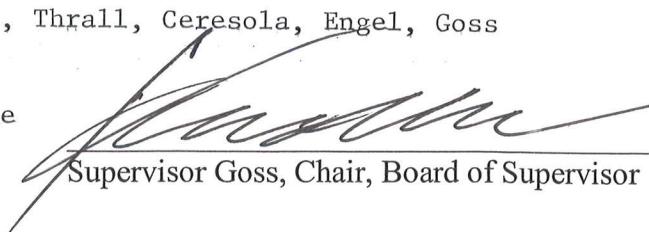
The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 15th day of March, 2022 by the following vote:

AYES: Supervisors: Hagwood, Thrall, Ceresola, Engel, Goss

NOES: Supervisors: None

ABSENT: Supervisors: None


Clerk of the Board of Supervisors


Supervisor Goss, Chair, Board of Supervisor

PLUMAS COUNTY

Last Revised 7/02

ENVIRONMENTAL HEALTH TECHNICIAN I

DEFINITION

Under close supervision, performs a variety of technical office and field activities in support of various environmental health programs including underground storage tank management, hazardous materials control, land use, water supply protection, liquid waste disposal, solid waste disposal, recreational health safety; and other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level position for the Environmental Health Technician series. Incumbents assist and support the activities of Environmental Health Specialists. Most assignments are performed in a training and learning capacity. When an incumbent becomes familiar with the full scope of office and field support assignments, demonstrates sound work habits, and has satisfied the training and experience requirement, they may be considered for promotion to Environmental Health Technician II.

REPORTS TO

Director of Environmental Health, Senior Environmental Health Specialist.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

ENVIRONMENTAL HEALTH TECHNICIAN 1 – 2

EXAMPLES OF DUTIES

- Incumbents perform a variety of technical activities in support of environmental health programs including.
- Water and soil sample collection.
- Sanitary well seal inspections.
- Complaint investigations.
- Assists with special environmental health projects and investigations.
- Answers general questions and provides information to the public concerning environmental health activities and records.
- Establishes and maintains department data base information.
- Completes inspection notices and reports.

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.

ENVIRONMENTAL HEALTH TECHNICIAN I – 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods and procedures of record keeping.
- Methods of data collection.
- English usage, spelling, grammar and punctuation.
- Basic mathematical and scientific principles.
- Basic principles of environmental health.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office procedures and methods.
- Use of computers and software.
- Principles and practices of customer service.

Ability to:

- Perform technical sanitation and environmental health inspection work under close supervision.
- Apply Federal, State and local policies, procedures, laws and regulations.
- Investigate environmental health complaints.
- Use and care for mechanical instruments and tools.
- Interpret maps, charts, diagrams and drawings.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the public.
- Communicate clearly and concisely, both orally and in writing.
- Maintain accurate records.

ENVIRONMENTAL HEALTH TECHNICIAN I – 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Supplemental college level courses in chemistry, microbiology, mathematics or other general sciences is desired.

Special Requirements:

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.

Exhibit B: Environmental Health Department's current Position Allocation

| PUBLIC ASSISTANCE TOTALS | | 54.3000 | 54.3000 | 54.3000 | 54.3000 |
|---|-------|----------------|----------------|----------------|----------------|
| HEALTH AND SANITATION | | | | | |
| ENVIRONMENTAL HEALTH | | | | | |
| Environmental Health Director | 20550 | 1.000 | 1.000 | 1.000 | 1.000 |
| Senior Environmental Health Specialist | | 0.000 | 0.000 | 0.000 | 0.000 |
| Environmental Health Specialist I/I/I/II OR Hazardous Materials Specialist I/I/I/II | | 4.000 | 4.000 | 4.000 | 4.000 |
| Environmental Health Technician I/II | | 0.000 | 0.000 | 0.000 | 0.000 |
| Environmental Health Aide | | 0.000 | 0.000 | 0.000 | 0.000 |
| Administrative Assistant I/II | | 2.000 | 2.000 | 2.000 | 2.000 |
| Office Assistant I/I/I/II | | 0.000 | 0.000 | 0.000 | 0.000 |
| | | 7.000 | 7.000 | 7.000 | 7.000 |