

Public Health Specialist IV



Job Code
X17D

Job Family
Public Health Specialist

Salary Band
L

Job Level
IV

Basic Purpose

Positions within this job family are assigned responsibilities for planning, performing or supervising technical and professional work involving consumer protection and public health services. This includes performing inspections, surveys, and investigations to identify and eliminate conditions hazardous to life and health, providing consultative services and assistance in assigned areas of responsibility, ensuring corrective actions are taken to eliminate public health or other hazards, and ensuring compliance with applicable statutes and regulations.

Typical Functions

The functions performed in this job family will vary by level, unit and organization, but may include the following:

- Conducts inspections, surveys, and investigations of food establishments, lodging facilities, barber shops, public bathing places, schools, day care centers, nursing homes, hospitals, and other regulated facilities to identify public health hazards or environmental conditions which are detrimental to life and health, monitor state food supplies and products, provide training and technical assistance, and ensure compliance with applicable laws, rules and regulations; assists in the implementation of Hazard Analysis Critical Control Point (HACCP) systems in food establishments and in verifying implementation.
- Responds to complaints concerning food borne illnesses, adulterated foods, food tampering, recalls, insect or rodent infestation, or other issues related to food establishments or the sale of food and food products.
- Reviews and acts on various epidemiological reports and complaints, including animal bites, rabies, West Nile Virus and other disease outbreaks; conducts environmental assessments and other surveys related to lodging, public bathing, and barber services; prepares specimens for shipment for West Nile testing; performs inspections for lead contamination and other public health hazards or nuisances.
- Provides emergency response services for complaints concerning food borne illnesses, fires in food establishments, accidents involving the transportation of food, incidents concerning food or water contamination, and power outages or natural disasters involving food products; conducts inspections or investigations on an as needed basis including on weekends and at night.
- Conducts field tests for chemical sanitizing agents using thermocouples, thermometers, and other evaluative instruments; collects and transports food samples as required to determine adulteration, contamination, sources of pollution, and/or microbiological quality; maintains legal chain of custody

to preserve evidentiary requirements.

- Directs the embargo and disposal of food products found unfit for human consumption; conducts evaluations to determine imminent hazards to life or health which warrant the closure of a facility.
- Prepares records, reports, and correspondence concerning regulatory actions as needed; conducts follow-up inspections and surveys to ensure corrective actions have been taken and that public health hazards are eliminated; testifies at hearings and court proceedings concerning regulatory actions as required.
- Provides assistance with developing and implementing county Emergency Response Plans; Provides assistance with county bioterrorism training exercises and serves as a responder in case of terrorist events.

Level Descriptor

Levels are distinguished based on the complexity of assigned duties, the level of expertise required for completion of work assignments, and the responsibility assigned for the supervision of others.

This is the specialist level where employees are assigned responsibilities for performing advanced level work involving consumer protection or public health protection. This will involve a clear specialization in a consumer protection or public health discipline and recognition as an expert in the specialty. Further responsibilities will involve work in emergency response bioterrorism, West Nile, and other public health concerns. Responsibilities may include the supervision of other staff as well as the performance of technical duties and related administrative functions.

Knowledge, Skills, Abilities and Competencies

Knowledge, Skills, and Abilities required at this level include knowledge of the causes, impact, and prevention of public health problems in regulated establishments; of food microbiology as it applies to preventing food borne illness; of basic epidemiology and chemistry; of mathematical concepts including basic statistical analysis; of food processing techniques such as modified atmospheric packaging; and of rules and regulations governing food establishments; and of public bathing places, nursing homes, schools, day care facilities or other licensed establishments. Ability is required to conduct inspections and investigations of regulated facilities; to identify the causes of food borne illnesses and related health hazards; to analyze and evaluate environmental and sanitary conditions; to organize work and work independently; to communicate effectively, both orally and in writing; to use computers to organize data and generate reports; to make recommendations concerning the implementation of Hazard Analysis Critical Control Point (HAACP) systems and verify implementation; to conduct pre-operational inspections to determine compliance with approved plans; to assist in planning and presenting education and training programs; to insure that corrective actions have been completed to eliminate health hazards; to plan and conduct field investigations; to analyze and interpret engineering plans and specifications; to assist in developing HACCP plans for the regulated food industry; to evaluate complex consumer health problems; to provide solutions; and to provide in-service training and consultation to state and local entities in a specialty area.

Education and Experience

Education and Experience requirements at this level consist of the statutory requirements of Title 59 O.S. Section 1150.7, (A 2): A bachelor's degree with a major in public health, environmental health, environmental science, physical science, natural science, biological science, agricultural science, or equivalent, from an accredited college or university with at least thirty (30) semester hours of work in physical, natural and biological science, public health and/or environmental health or environmental protection or both environmental health and environmental protection, plus five years of professional public health or consumer protection and successful completion of state standardization to conduct food establishment inspections; or a master's degree in a listed field and successful completion of state standardization to conduct food establishment inspections and four years of professional public health or consumer protection.

Special Requirements

These positions require eligibility for registration as a Sanitarian-In-Training, or Health Specialist-In-Training, or full registration with the Sanitarian and Environmental Specialist Registration Advisory Council as provided for in Title 59, Oklahoma Statutes, Section 1150.3.

Some agencies may have determined positions in this job family to be safety sensitive as defined by 63 O.S. § 427.8.