

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES**

Sanitarian Program

**SERIES NUMBER**

6573

**MAJOR AGENCIES**

Health &amp; Agriculture only

**EFFECTIVE**

5/19/2013

**SERIES PURPOSE**

The purpose of the sanitarian program occupation is to provide advice, consultation & direction to local health departments, industry & citizens concerning state environmental health science programs & conduct inspections &/or investigations for compliance with state regulations pertaining to environmental health science conditions.

At the lower level, incumbents perform inspections, surveys &/or investigations & enforcement activities &/or assist in providing technical assistance under direction of higher-level sanitarian program specialist in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., grade a milk &/or dairy, radon, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water supply, hazardous & toxic substances, consumer product safety, lead, asbestos) &/or conduct program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

At the middle level, incumbents serve as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region, or act as technical expert for one or more environmental health science areas &/or multi-disciplinary public health services &/or act as lead worker over lower-level sanitarian program specialists &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors.

At the supervisory level, in Ohio Department of Agriculture only, incumbents manage, plan, coordinate & direct dairy inspection & enforcement activities in assigned region of state & supervise sanitarian program specialists.

At the first administrator level, incumbents supervise employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other staff in the performance of environmental health science &/or multi-disciplinary public health services in one or more programmatic or functional area, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

At the second administrator level, incumbents supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & plan, design, manage & conduct statewide environmental health sciences &/or multi-disciplinary public health programs for assigned section & in the Ohio Department of Agriculture only, supervise lower-level sanitarian program staff.

**Glossary:** The terms listed, whenever they appear in this document, are to be interpreted to mean the following:

**Environmental Health Science:** means the aspect of public health science that includes, but is not limited to, the following bodies of knowledge: air quality, food quality and protection, hazardous and toxic substances, consumer product safety, housing, institutional health and safety, community noise control, radiation protection, recreation facilities, solid and liquid waste management, vector control, drinking water quality, milk sanitation and rabies control. This definition in its entirety is quoted from Section 4736.01(a) of the Revised Code.

**Practice of Environmental Health:** means consultation, instruction, investigation, inspection, or evaluation by an employee of a city health district, a general health district, the Ohio Environmental Protection Agency, the Department of Health, or the Department of Agriculture requiring specialized knowledge, training and experience in the field of environmental health science, with the primary purpose of improving or conducting administration under any of the following: (1) Chapter 911. 913., 917., 3717., 3721., 3732., or 3733. of the Revised Code; (2) Chapter 3734. of Revised Code as it pertains to solid waste; (3) Section 955.26, 3701.344, 3707.01, 3707.03, or 3707.33 to 3707.99 of the Revised Code; (4) rules adopted under Section 3701.34 of the Revised Code pertaining to home sewage, rabies control, or swimming pools. 'practice of environmental health' does include sampling, testing, controlling of vectors, reporting of observations, or other duties that do not require application of specialized knowledge and skills in environmental health, science performed under the supervision of a registered sanitarian. This definition in its entirety is quoted from Section 4736.01(e) of the Revised Code.

**Sanitarian:** means a person who performs for compensation educational, investigational, technical or administrative duties requiring specialized knowledge and skills in the field of environmental health science. This definition in its entirety is quoted from Section 4736.01(b) of the Revised Code.

**Senior Sanitarian:** serves as lead worker in Department of Agriculture (i.e., provides oversight, work direction, training, reviews work, accompanies on inspections & reinspections & makes final recommendations on enforcement to sanitarian program administrator) over employees classified as Sanitarian Program Specialist 1, 65731 in assigned region & when

assigned, acts for immediate supervisor.

Note: some aspects contained in the definition of "environmental health science" may be performed by incumbents who are registered sanitarians but who are assigned other state classifications (e.g., environmental scientist, 8586).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sanitarian Program Specialist 1	65731	32	01/31/2010

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of environmental health science, state & federal laws & agency policies, rules & regulations pertaining to environmental health science issues in order to conduct environmental health &/or construction inspections, surveys &/or investigations & enforcement activities in one or more environmental health science areas &/or multi-disciplinary public health services (e.g., grade A milk &/or dairy, radon, lead, asbestos, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water supply, hazardous & toxic substances, consumer product safety) &/or assist higher-level sanitarian program specialist as directed in providing technical assistance & consultative services to local health department personnel in one or more area of specialty &/or conduct program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sanitarian Program Specialist 2	65732	33	09/26/1999

**CLASS CONCEPT**

The full performance level class works under direction & requires considerable knowledge of environmental health science, state & federal laws & agency policies, rules & regulations pertaining to environmental health science issues of assigned area in order to serve as senior sanitarian in department of agriculture over employees classified as Sanitarian Program Specialist 1, 65731 engaged in grade A milk &/or dairy related environmental health science inspections &/or investigations of producers, processors haulers, or in Ohio Department of Health, act as technical expert in one or more environmental health science programs &/or multi-disciplinary public health services &/or act as lead worker (i.e., provide work direction & training) over lower-level sanitarian program specialists & monitor their work to ensure consistent application of rules &/or review survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors for accuracy & appropriateness of findings.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sanitarian Specialist Supervisor	65735	13	03/07/2004

**CLASS CONCEPT**

The supervisory level class works under general direction & requires thorough knowledge of environmental health science, general management principles & techniques, supervisory principles/techniques & state, federal & agency policies & regulations pertaining to environmental health science issues of assigned area in order to (i.e., in Ohio Department of Agriculture only) manage, plan, coordinate & direct dairy inspection & enforcement activities within assigned region of state & supervise sanitarian program specialists.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sanitarian Program Administrator 1	65736	14	01/10/1999

**CLASS CONCEPT**

The first administrator level class works under general direction & requires through knowledge of environmental health science, general management principles & techniques & state, federal & agency policies & regulations pertaining to environmental health science issues of assigned area in order to supervise employees classified as Sanitarian Program Specialist 1, 65731, or 2, 65732, & if assigned, other subordinate staff in performance of environmental health science programs &/or multi-disciplinary public health services in one or more programmatic or functional areas, & in Ohio Department of Agriculture only, supervise Sanitarian Specialist Supervisor, 65735, if assigned.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
Sanitarian Program Administrator 2	65737	15	5/19/2013

**CLASS CONCEPT**

The second administrator level class works under administrative direction & requires extensive knowledge of

environmental health science, general management, supervisory principles & techniques & state, federal & agency regulations & policies pertaining to environmental health science issues & practices in order to plan, design, manage & conduct all statewide environmental health science programs &/or multi-disciplinary public health services for assigned section & supervise two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736, & in Ohio Department of Agriculture only, supervise lower-level sanitarian program staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sanitarian Program Specialist 1	65731	013	01/31/2010	32

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Conducts program evaluations of milk &/or dairy interstate shipment or similar program by established numeric rating system to determine if collection &/or hauling of samples &/or products is in compliance with applicable laws & rules, &/or conducts environmental health &/or construction inspections, surveys &/or investigations & enforcement activities in one or more environmental health science areas (e.g., grade a milk &/or dairy, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, radon mitigation, asbestos abatement, lead risk assessments, private water supply, hazardous & toxic substances, consumer product safety), &/or assists higher-level sanitarian program specialist as directed in providing technical assistance & consultation (e.g., reviews laws, rules & their significance; demonstrates inspection techniques which includes questioning operators &/or contractors, observing practices & identifying violations; explains violations to local health sanitarians & operators or contractors, informs them of significance of each violation & advises them as to how to correct violations; dictates/edits violations; offers solutions to problems that exist in operation) to local health department personnel in one or more area of specialty (e.g., environmental sanitation, food protection, manufactured home parks, recreation vehicle parks, recreation camps, public swimming pools, spas & special use pools, marinas, private water systems & private household sewage disposal systems).

Conducts field investigations of & provides advice & consultation (i.e., transmits interpretation of rules & regulations which have been made by higher-level sanitarian program specialists) to local health departments & industry; investigates complaints & recommends course of action to complainant, local health department &/or industry; assists local health department staff in resolving private water system problems by conducting technical inspection of wells (e.g., down hole camera inspections); collects water & other environmental samples according to established protocols & transports samples to laboratory for analysis.

Gathers data & information & reviews plans for new or extensively altered facilities; assists engineers during peak periods with plan review functions for routine plan review for less complex projects (e.g., primarily small swimming pools under direct supervision of engineer).

Conducts tests of new equipment, devices & systems; investigates complaints & offers solutions; conducts inspections & investigations of agricultural labor camps; assists local health departments in foodborne outbreak investigations &/or illnesses probably resulting from unsanitary conditions.

Implements individual &/or group training as developed by higher-level sanitarian program specialists to local health departments & industry in environmental health science areas (e.g., milk sanitation; carbon monoxide; hazardous & toxic substances; premises sanitation; vector control; migrant camp sanitation; food quality & protection; consumer product safety; drinking water quality; asbestos; lead; radon; rabies control); compares & contrasts local health department performance to required procedures & guidelines to recommend training or additional assistance warranted.

Performs miscellaneous administrative duties (e.g., prepares reports & correspondence; assists in developing or develops educational materials; assists in conducting or conducts special studies; attends staff meetings; gives speeches & presentations to schools, industry groups & other service or professional organizations; testifies in administrative hearings & court trials); reviews & evaluates applications from individuals/contractors applying for licensing as radon mitigation expert &/or tester or from individuals applying for asbestos abatement certification & makes recommendations to supervisor regarding acceptance or denial.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of human &/or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management\*; arithmetic to include algebra. Ability to prepare meaningful, concise & accurate reports; define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle & resolve sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(\*)Developed after employment.

### **MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Certificate of registration as sanitarian-in-training or sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Revised Code, or eligible for registration as sanitarian-in-training or sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but not later than 90 days from date of employment; in addition to proceeding, must meet one of following options appropriate for area to be assigned:

#### **Positions in Dairy Program:**

Completion of undergraduate core program in agriculture from an accredited college or university, with specialization in dairy science, animal science or food science or 24 mos. trg. or 24 mos. exp. in management of dairy production or dairy processing operations; must be able to provide own transportation.

#### **All Other Positions:**

Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology or mathematics & 24 mos. exp. in environmental health science position; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 12 months experience in environmental health science position; must be able to provide own transportation.

### **TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736 of Revised Code, within 3 years from date of appointment to class.

### **UNUSUAL WORKING CONDITIONS**

May work varying hours; may be exposed to disagreeable elements &/or hazardous materials; travel required; overnight travel may be required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sanitarian Program Specialist 2	65732	013	09/26/1999	33

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In Ohio Department of Agriculture, serves as senior sanitarian over employees classified as Sanitarian Program Specialist 1, 65731 engaged in milk/dairy related environmental health science inspections &/or investigations (e.g., of producers, processors &/or haulers) in assigned region of state;

OR

In Ohio Department of Health, acts as technical expert in one or more environmental health science programs &/or multi-disciplinary public health services (i.e., reviews, analyzes & evaluates verbal & written complaints related to assigned area, immediately assesses to determine severity & urgency of complaint & appropriate response on basis of applicable regulations & procedures, determines appropriate time frames for investigation & refers compliant to lower-level sanitarian program specialist to conduct investigation & serves as liaison with other state & federal agencies with respect to referrals not within programs regulatory authority; manages state mandated registration/certification program such as voluntary food service operator or private water system contractor registration or lead abatement licensure to include conducting technical review of applications & making recommendation for approval & serves as liaison to training providers or registrants by providing technical expertise & resolving issues of public health council rule interpretation regarding certification/registration; provides technical assistance to other sanitarians regarding findings of non-compliance with requirements for multiple statewide environmental health programs such as lead, radon & asbestos, evaluates findings of non-compliance in inspection reports from lower-level sanitarian program specialists & determines & recommends enforcement actions to administrator & provides technical expertise for development of protocols & procedures for initiation of enforcement actions) &/or acts as lead worker (i.e., provides work direction & training) over lower-level sanitarian program specialists & monitors their work to ensure consistent application of rules &/or reviews survey packages completed by lower-level sanitarian program specialists, grantees &/or contractors for accuracy & appropriateness of findings (e.g., interprets applicable laws, rules & regulations to correct or modify findings; recommends provisional status or sanctions in case of non-compliance).

Oversees staff in & provides technical assistance, consultation &/or training to local health departments, state agencies, grantees, contractors, industry &/or general public in one or more specialized areas; acts as technical liaison with other state &/or federal agencies concerning joint studies, committees, special projects &/or training & to ad hoc & formal advisory committee to develop recommendations concerning new/revised state laws & public health council rules.

Prepares reports of technical nature for area of specialization; assesses technical & training needs of local health departments using variety of methods; develops & implements appropriate training interventions &/or curricula; reviews plans for new or extensively altered milk plants, milk houses &/or other dairy farm milking facilities; reviews & analyzes proposals &/or reports; assists in preparing procedural guidelines, interpretive reports & technical bulletins; receives, assesses & determines appropriate response to complaints, determines timeline for investigation & assigns complaint for investigation to lower-level sanitarian program specialists.

Performs other miscellaneous duties (e.g., conducts inspections &/or investigations of dairy farms or nuisance complaints or site evaluation of new or altered facilities; coordinates issuing of milk producer, processor & hauler licenses; prepares evidence & testifies in hearings; maintains instruments & technical field equipment; participates in drills & exercises of emergency plans; prepares & delivers speeches & presentations to groups & organizations); assists supervisor with administrative hearings & other enforcement actions.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of human or public relations; state & federal laws, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management; supervisory principles/techniques\*; employee training & development\*; statistics;\*. Ability to deal with & understand most difficult classes of concepts; use proper research methods in gathering data; handle sensitive inquiries from & contact with officials & general public; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in

accordance with Chapter 4736. of Revised Code, or eligible for registration as sanitarian-in-training or sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but no later than 90 days from date of employment; in addition to proceeding, must meet one of following options appropriate to area to be assigned:

Position in Dairy Program:

30 mos. trg. or 30 mos. exp. in environmental health science, of which 6 mos. must have been as grade A milk program inspector for department; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Specialist 1, 65731, in environmental health specialty to be assigned; must be able to provide own transportation.

All Other Positions:

Completion of undergraduate degree from accredited college or university including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology, or mathematics & 36 mos. exp. in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 24 months experience in environmental health science position of which 6 mos. must have been in environmental health specialty areas(s) to be assigned; must be able to provide own transportation.

-Or 6 mos. exp. as Sanitarian Program Specialist 1, 65731 in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736. Revised Code, within 2 years from date of appointment to class.

**UNUSUAL WORKING CONDITIONS**

Travel required; may be exposed to disagreeable elements &/or hazardous materials.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sanitarian Specialist Supervisor	65735	022	03/07/2004	13

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

In Ohio Department of Agriculture only, manages, plans, coordinates & directs dairy inspection & enforcement activities (e.g., develops, implements, coordinates & evaluates program to ensure uniform interpretation & application of policies & procedures; directs & manages all milk sampling activities, manages issuing of dairy producer or dairy processor & hauler weigher, sampler, tester, raw milk retailer & milk dealer licenses or registration; assists in development of section policies & procedures) in assigned region of state & supervises sanitarian program specialists.

Reviews & approves or disapproves administrative reports & forms from lower-level staff; reviews & approves plans for new or extensively altered dairy facilities; organizes, completes & reviews complex, technical reports; researches & determines legal basis for policies under consideration; assists in developing rule revisions.

Interprets state, local & federal sanitation laws for other agencies & dairy industry; acts as initial contact point for general public; serves as dairy representative & prepares & presents presentations at meetings with dairy industry personnel, organizations & other state & federal agencies.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health of assigned area; environmental science or dairy science; general management; supervisory principles/techniques\*; statistics; manpower planning\*. Ability to deal with & understand most difficult classes of concepts; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of Revised Code or eligible for registration as Sanitarian in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian prior to engaging in practice of environmental health. In addition to proceeding, must meet one of the following options:

Completion of undergraduate core program in agriculture, with specialization in dairy science; 24 mos. exp. in environmental health specialty to be assigned; must be able to provide own transportation.

-Or completion of undergraduate core program in agriculture, with specialization in animal science & emphasis on dairy curriculum; 24 mos. exp. in environmental health specialty to be assigned; must be able to provide own transportation.

-Or 12 mos. exp. as Sanitarian Program Specialist 2, 65732, in environmental health specialty to be assigned; must be able to provide own transportation.

-Or 24 mos. exp. as Sanitarian Program Specialist 1, 65731, in environmental health specialty to be assigned; must be able to provide own transportation.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736 of Revised Code, within 2 years of appointment to class. License for sanitarian must be renewed annually in accordance with Chapter 4736.11 of Revised Code.

**UNUSUAL WORKING CONDITIONS**

May work varying hours; may be exposed to disagreeable elements &/or hazardous materials; travel required; overnight travel may be required.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sanitarian Program Administrator 1	65736	022	01/10/1999	14

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Supervises two or more employees classified as Sanitarian Program Specialist 1, 65731 &/or 2, 65732 & if assigned, other subordinate staff in performance of environmental health science programs &/or multi-disciplinary public health services in one or more programmatic or functional areas, manages, plans & directs operations of program areas which involves assisting in development, implementation, coordination & evaluation of policies & procedures, providing advice & guidance for uniform interpretation & application of federal & state laws & regulations governing environmental health issues & making complex, technical decisions on special problems, & in Ohio Department of Agriculture only, supervises Sanitarian Specialist Supervisor, 65735, if assigned.

Reviews & approves or disapproves administrative reports & forms from lower-level staff; develops budgets for program or multi-discipline team areas; reviews & approves plans for new or extensively altered facilities; organizes, completes & reviews complex, technical reports; researches & determines legal basis for policies under consideration; assists in developing rule revisions; develops & implements survey methodologies & evaluation procedures; develops training programs for environmental health science programs; directs preparation, review, approval & maintenance of records & reports; approves development of inspection forms, licenses & other forms.

Interprets state, local & federal environmental health science laws & regulations for other agencies & industry; acts as contact point for general public complaints; serves as representative & prepares & delivers presentations at meetings with industry personnel, organizations &/or other state & federal agencies; represents agency on state level inter-departmental advisory committees.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of human or public relations; state & federal laws & agency policies, rules & regulations regarding environmental health science of assigned area; environmental health science or dairy science; general management; supervisory principles/techniques\*; statistics; employee training & development\*. Ability to deal with & understand most difficult classes of concepts; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Certificate of registration as sanitarian-in-training or as sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736. of Ohio Revised Code, or eligible for registration as sanitarian or sanitarian-in-training in accordance with Chapter 4736. of Revised Code & must acquire certificate as registered sanitarian or sanitarian-in-training prior to engaging in practice of environmental health, but no later than 90 days from date of employment; in addition to preceding, must meet one of following options appropriate for area to be assigned:

Completion of undergraduate degree from accredited college or university, including at least 45 quarter or 30 semester units of science courses in areas of biology, chemistry, physics, geology, or mathematics & 42 mos. exp. in environmental health science position of which 6 mos. must have been in environmental health science specialty area(s) to be assigned; must be able to provide own transportation.

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 30 months experience in environmental health science position of which 6 mos. must have been in environmental health specialty area(s) to be assigned; must be able to provide own transportation.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736 of Revised Code, within 2 years of appointment to class.

**UNUSUAL WORKING CONDITIONS**

Requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Sanitarian Program Administrator 2	65737	022	5/19/2013	15

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans, designs, manages & conducts all statewide environmental health science programs or multi-disciplinary public health services for assigned section; (e.g., rule & law development provision of training, consultation & technical assistance, standards development, program evaluation & development & implementation of operational policies & procedures); advises bureau chief concerning all policy & practice matters for environmental health science issues; directs & manages activities of staff; explains & interprets departmental policies & supervises two or more subordinate employees one of which is classified as Sanitarian Program Administrator 1, 65736 & in Ohio Department of Agriculture only, supervises lower-level sanitarian staff.

Initiates complex technical studies & reports; oversees federal or other inter-agency grants & contracts; develops & analyzes budgets; authorizes expenditure of funds for personnel, equipment & materials; prepares analysis of problems & reviews & prepares legislation & rules.

In Ohio Department of Agriculture only, reviews & approves or disapproves administrative reports & forms from lower-level staff; reviews & approves plans for new extensively altered facilities; researches & determines legal basis for policies under consideration; assists in developing rule revisions; prepares analysis of problems & reviews & prepares legislation & rules. Develops & implements survey methodologies & evaluation procedures; develops training programs for environmental health science programs; directs preparation, review, approval & maintenance of records & reports; approves development of inspection forms, licenses & other forms.

Represents agency on state level inter-departmental advisory boards & commissions & in policy level matters with local, state & federal agencies (e.g., boards of health, regulated industries, public health organizations & other concerned parties).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of human or public relations; state & federal laws & agencies policies, rules & regulations regarding environmental health science of assigned area; environmental health science; general management; employee training & development; supervisory principles/techniques; budgeting\*; statistics. Ability to deal with many variables & determine specific action; develop complex reports & position papers; prepare & deliver speeches before specialized audiences & general public; handle sensitive inquiries from & contacts with officials & general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

Certificate of registration as sanitarian in-in-training or sanitarian issued by Ohio State Board of Sanitarian Registration in accordance with Chapter 4736 of Ohio Revised Code, or eligible for registration as sanitarian-in-training prior to engaging in practice of environmental health, but not later than 90 days from date of employment; in addition to preceding, must meet one of the following options appropriate for area to be assigned:

Completion of undergraduate degree from accredited college or university including at least 45 quarter hours or 30 semester units of science courses in areas of biology, chemistry, physics, geology or mathematics & 48 mos. exp. in environmental health science specialty area(s) to be assigned; must be able to provide own transportation;

-Or completion of undergraduate degree from accredited college or university with core program in environmental health science & 36 mos. exp. in environmental health science position of which 18 mos. must have been environmental health specialty area(s) to be assigned; must be able to provide own transportation;

-Or 6 mos. exp. as Sanitarian Program Administrator 1, 65736; must be able to provide own transportation.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Must possess certificate of registration as sanitarian issued by Ohio State Board of Sanitarian Registration, in accordance with Chapter 4736 of Ohio Revised Code, within two (2) years of appointment to class.

**UNUSUAL WORKING CONDITIONS**

Requires travel.