

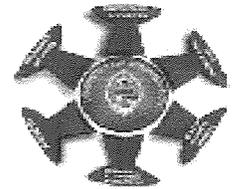


Eddie Baza Calvo
Governor
Ray Tenorio
Lieutenant Governor

GOVERNMENT OF GUÅHAN
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

HUMAN RESOURCES DIVISION
(Dibision Inadilanto Yan Guinaha Para Taotao)
Post Office Box 884 * Hagåtña, Guam 96932
TEL: (671) 475-1123/1201/1265 * FAX: (671) 477-7100



Benita A. Manglona
Director
Anthony C. Blaz
Deputy Director

HRD NO.: OG-13-143
MEMORANDUM

DEC 12 2012

To: Director of Administration
From: Acting Manager, Human Resources Division
Subject: Amendment of Positions
RE: Environmental Public Health Officer Series

Buenas yan Håfa Adai! This is to request the amendment of the job specifications for the Environmental Public Health Officer Series as established in Public Law 30-138 as amended by Public Law 31-233 which created and amended Title 4 GCA, Chapter 6 §6233, and implemented via memorandum HRD No. OG09-0690B dated November 14, 2012. Our office has had further communication and collaboration with the Department of Public Health and Social Services, Division of Environmental Health and has agreed to amend the job specifications which were previously approved. The amendments will reflect changes that were agreed upon in the attached draft job specifications. These job specifications will be posted on the websites of both the Department of Administration (DOA) and Department of Public Health and Social Services (DPHSS) for a period of 10 days to allow for any comments or recommendations before they are submitted to you for final approval. Attached you will find documents relevant to the creation and amendment of the above-stated series of positions.

As stated in memorandum HRD No. OG09-0690B, 4 GCA §6233 authorized the development of a competitive pay schedule for the Environmental Public Health Officer series of positions. The pay differential implemented reflects a 15 percent (15%) increase based on the 1991 Unified Pay Schedule. This new pay schedule remains in effect.

Full implementation of 4 GCA, Ch. 6, §6233 requires additional steps after the final approval of the amendments for these positions. As stated in the law, reclassification of existing personnel will be effectuated by the DPHSS after an assessment is done by both DPHSS and DOA. All actions effectuated for the purpose of reclassification and compensation will be done so retroactive to October 1, 2012. Any other actions that are effectuated based on other provisions of the law will be determined after a thorough analysis of the division personnel is completed by both DPHSS and DOA. Effective dates for these actions will be determined at a later time.

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1265 / 1201 / 1123. *Dångkolo na Agradesimiento!*


SHANE G.L. NGATA, Acting

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

NATURE OF WORK IN THIS CLASS

This is an entry-level professional class in the Environmental Public Health Officer series conducting work in the field of environmental public health and drug diversion. Employees in this position must apply their experience and knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the direction and supervision of an Environmental Public Health Officer Supervisor and the leadership of an Environmental Public Health Officer III in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts compliance inspections and violation investigations of common regulated business establishments.

Investigates common public health nuisance complaints occurring on private and public premises, and assists in the investigations of large and/or complex complaints.

Conducts preliminary floor plan review of existing establishments, and reviews various license applications and supporting documents.

Performs pre-operation inspections of basic mobile and temporary food establishments, and facilities in which the construction plans were approved by more experienced staff.

Determines the compliance of common foods, cosmetics, over-the-counter drugs, retail hazardous substances, and Class I medical devices detained at ports of entry and investigates misbranded and adulterated consumer commodities in retail establishments.

Evaluates new facilities seeking authorization to dispense pharmaceutical controlled substances, and conducts compliance inspections of registered dispensers and small distributors in ensuring pharmaceutical controlled substances are not diverted.

Conducts basic surveillance and control activities of mosquitoes and other vector animals.

Assists in conducting compliance inspections of licensed facilities and the investigations of individuals suspected of possessing and using unlicensed ionizing radiation emitting devices.

Conducts investigations of possible disease outbreaks associated with food facilities, institutional facilities, hotels and temporary workforce housing, cosmetic establishments, laundries and dry cleaners, swimming pools, and mortuaries.

Assists in the epidemiological investigations by performing laboratory follow ups, data collection and analysis, and sample collection.

Conducts investigations into the transaction, or attempted transaction, of forged or altered prescriptions for pharmaceutical controlled substances.

Participates in the research and compilation of basic information for use in the regulation or policy development.

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

Participates in preparing for public meetings, hearings, and workshops.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of general principles of biological, physical, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental public health and safety.

Knowledge of principles, practices, and techniques relating to the protection of the public's health and the enforcement of environmental public health and drug diversion laws and regulations.

Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.

Ability to prepare recommendations for the removal or reduction of environmental public health violations.

Ability to use field equipment to measure, monitor, collect, and sample environmental qualities or conditions.

Ability to handle laboratory equipment and materials.

Ability to apply field investigative techniques, data gathering, and basic research.

Ability to prepare technical reports and other written documents, and maintain records in an organized manner.

Ability to organize, analyze, and evaluate facts.

Ability to conduct inspections, investigations, and surveys of industrial, residential, or business establishments.

Ability to work effectively with the public and employees.

Ability to communicate clearly, concisely, and effectively both orally and in writing.

Skill in the operation and care of basic field instruments and laboratory equipment.

Skill in computer applications that relates to the job and other modern office procedures.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math.

ENVIRONMENTAL PUBLIC HEALTH OFFICER II

NATURE OF WORK IN THIS CLASS

This is a mid-level professional class in the Environmental Public Health Officer series conducting moderately to highly complex work in the field of environmental public health and drug diversion. Employees in this position must apply their experience and higher knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the direction and supervision of an Environmental Public Health Officer Supervisor and the leadership of an Environmental Public Health Officer III in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts complex compliance inspections and violation investigations of health-regulated establishments.

Conducts, leads, and/or coordinates the investigations of large and/or complex public nuisance complaints.

Evaluates available data, challenges, and resources to determine resolution to the existing and potential hazards, and reviews existing policies and procedures to determine the need for revision to improve efficiency and effectiveness.

Conducts and finalizes construction plan reviews of establishments and pre-operation inspections.

Determines the compliance of more restrictive or unusual consumer articles, such as prescription drugs, Class II and III medical devices, and retail hazardous substances detained at ports of entry and sold in retail establishments.

Conducts compliance and pre-operation inspections of registered pharmaceutical controlled substance dispensers and distributors deemed unusually complex.

Conducts investigations into the unlawful acquisition of pharmaceutical controlled drugs by non-medical individuals.

Conducts, leads, and coordinates the surveillance and investigations of mosquito-borne and other zoonotic disease outbreaks, and assists in the investigations of large outbreaks.

Conducts pre-operation and compliance inspections of existing facilities possessing traditional ionizing radiation emitting devices and participates in emergency response to radiation incidents.

Performs laboratory duties for the preparation, analysis, and identification of mosquitoes and food/water contaminants.

Performs other related duties.

ENVIRONMENTAL PUBLIC HEALTH OFFICER II**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of basic principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental public health and safety.

Knowledge of principles, practices, and techniques relating to the protection of public's health and the enforcement of environmental public health and drug diversion laws and regulations.

Knowledge of English usage, spelling, grammar, and punctuation.

Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.

Ability to plan, organize, analyze, and evaluate facts.

Ability to prepare recommendations for the removal or reduction of environmental public health violations.

Ability to use field equipment to measure, monitor, collect, and sample environmental qualities or conditions.

Ability to handle laboratory equipment and materials.

Ability to apply field investigative techniques, data gathering, and basic research.

Ability to prepare technical reports and other written documents, and maintain records in an organized manner.

Ability to conduct inspections, investigations, and surveys of industrial, residential, or business establishments.

Ability to work effectively with the public and employees.

Ability to communicate clearly, concisely, and effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

Skill in the use of computers and other modern office equipment.

Skill in the operation and care of basic field instruments and laboratory equipment.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and one (1) year of work experience in environmental health, protection, sanitation, or safety; or
- b) Graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and two (2) years of work experience in environmental health, protection, sanitation, or safety; or
- c) Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college

ENVIRONMENTAL PUBLIC HEALTH OFFICER II

algebra or higher level math; and four (4) years of work experience in environmental health, protection, sanitation, or safety.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency is highly encouraged.
- c) Certified pesticide applicator license for the application of pesticides on private and public grounds may be required after employment and when made available through the Department of Public Health and Social Services.
- d) Certified Pool/Spa Operator (CPO) with the National Swimming Pool Foundation may be required after employment and when made available through the Department of Public Health and Social Services.
- e) The following certifications from the National Environmental Health Association may be required after employment and when made available through the Department of Public Health and Social Services:
 - o Certified Professional – Food Safety (CP-FS); and
 - o Healthy Homes Specialist Credential (HHS).

ESTABLISHED: OCTOBER 2012

PAY GRADE: M

STATUTE: Public Law 30-138 / Public Law 31-233

HAY EVALUATION:	KNOW-HOW:	E 1 2	200
	PROBLEM SOLVING:	E 3 33%	66
	ACCOUNTABILITY:	D 2 C	87
	TOTAL POINTS:		353

BENITA A. MANGLONA, Director
Department of Administration

ENVIRONMENTAL PUBLIC HEALTH OFFICER III**NATURE OF WORK IN THIS CLASS**

This is a senior level professional class in the Environmental Public Health Officer series coordinating one or more of several programs. Employees in this position must apply their vast experience and advanced knowledge in the principles and theories of environmental public health and drug diversion deemed exceptionally or unusually complex.

Incumbents in this position generally work under the general direction and supervision of an Environmental Public Health Officer Supervisor in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts highly complex or sensitive compliance inspections and violation investigations.

Leads the operation of one or more major division programs by preparing its annual goals, objectives, and budget through the assessment of available resources; by public need, demand, and expectations; and by adherence to established strategic plan.

Reviews and evaluates the accomplishments, data, and challenges of assigned program(s) to improve its effectiveness and efficiency.

Conducts, leads, and/or coordinates the investigations of large food-borne illness outbreaks and other communicable disease outbreaks when assigned.

Prepares draft communications, rules, regulations, policies and procedures, official reports, recommendations, and other documents of the assigned program.

Plans the program's island-wide educational and awareness campaign and prepares its educational and informational documents, such as handouts, brochures, posters, etc.

Develops and provides program training and education to staff, other agencies, and regulated individuals.

Attends, represents, and participates in meetings, conferences, seminars, emergency activities, and trainings relevant to assigned programs.

Trains and guides less experienced environmental public health officers in conducting inspections, investigations, regulatory and enforcement responsibilities, and administrative procedures.

Conducts and/or coordinates the installation, operation, and maintenance of environmental monitoring/sampling equipment.

Provides guidance and additional review of complex and/or large construction plan of new or renovated regulated establishments.

Evaluates for recommendation, or independently initiates, the administrative, civil, and/or criminal actions of the programs.

ENVIRONMENTAL PUBLIC HEALTH OFFICER III

Provides consultation to the public, regulated community, and enforcement personnel regarding the intent of environmental public health laws and regulations.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of basic principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental public health and safety.

Knowledge of principles, practices, and techniques relating to the protection of public's health and the enforcement of environmental public health and drug diversion laws and regulations.

Knowledge of English usage, spelling, grammar, and punctuation.

Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.

Ability to plan, organize, analyze, and evaluate facts.

Ability to prepare recommendations for the removal or reduction of environmental public health violations.

Ability to use field equipment to measure, monitor, collect, and sample environmental qualities or conditions.

Ability to handle laboratory equipment and materials.

Ability to apply field investigative techniques, data gathering, and basic research.

Ability to prepare technical reports and other written documents, and maintain records in an organized manner.

Ability to conduct inspections, investigations, and surveys of industrial, residential, or business establishments.

Ability to work effectively with the public and employees.

Ability to communicate clearly, concisely, and effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

Skill in the use of computers and other modern office equipment.

Skill in the operation and care of basic field instruments and laboratory equipment.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and two (2) years of work experience in environmental health, protection, sanitation, or safety; or

ENVIRONMENTAL PUBLIC HEALTH OFFICER III

- b) Graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and three (3) years of work experience in environmental health, protection, sanitation, or safety; or
- c) Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math; and five (5) years of work experience in environmental health, protection, sanitation, or safety.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency is highly encouraged.
- c) Certified pesticide applicator license for the application of pesticides on private and public grounds may be required after employment and when made available through the Department of Public Health and Social Services.
- d) Certified Pool/Spa Operator (CPO) with the National Swimming Pool Foundation may be required after employment and when made available through the Department of Public Health and Social Services.
- e) The following certifications from the National Environmental Health Association may be required after employment and when made available through the Department of Public Health and Social Services:
 - o Certified Professional – Food Safety (CP-FS); and
 - o Healthy Homes Specialist Credential (HHS).

ESTABLISHED:	OCTOBER 2012		
PAY GRADE:	N		
STATUTE:	Public Law 30-138 / Public Law 31-233		
HAY EVALUATION:	KNOW-HOW:	E 1 2	230
	PROBLEM SOLVING:	E 3 38%	87
	ACCOUNTABILITY:	E 2 C	<u>115</u>
	TOTAL POINTS:		<u>422</u>

BENITA A. MANGLONA, Director
Department of Administration

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

NATURE OF WORK IN THIS CLASS

This is a professional supervisory class in the Environmental Public Health Officer series conducting supervision of staff and programs of one of several sections. Employees in this position must apply their comprehensive knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the direction of an Environmental Public Health Officer Administrator in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the staff and operation of an assigned section.

Reviews, assesses, integrates, contributes, and implements the section programs' goals and objectives.

Evaluates and reviews accomplishments of section programs to determine additional needs, effectiveness, efficiency, strengths, challenges, and improvements for recommendation and/or implementation.

Delegates assignments based on available resources, priority, and complexity.

Appraises public health impact and social/economic ramifications of the administrative action of a permit (suspension, revocation) pursued by subordinates, and determines if intervention of the action and/or notification to superior is required.

Evaluates and reviews the work of staff to ensure adherence to policies and procedures, laws, rules, regulations, and directives.

Evaluates and reviews all disease outbreak investigations which were either initiated by the section or referred from others.

Provides recommendations and assistance to respective bureau administrator.

Represents the division in matters of section programs when necessary.

Supervises the implementation of the strategic plan, goals, and objectives.

Participates in the preparation, recommendation, and administering of the section's annual budget and annual reports.

Supervises the research, development, and evaluation of draft legislations, rules, regulations, and policies and procedures for assigned environmental public health programs.

Prepares documents (i.e., Order to Show Cause, Letter of Warning, court injunctions, and administrative penalties) relative to cases involving criminal, civil, and administrative hearings.

Prepares and/or reviews correspondences and reports to ensure that the position and opinion of the section programs are properly and effectively expressed in writing.

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

Keeps abreast of new information and technology about the assigned programs by reading articles, newsletters, publications, and other documents researched on the internet or received by the division.

When necessary, attends, represents, and participates in meetings, conferences, seminars, trainings, and conducts inspections or investigations.

Performs the role of Acting Environmental Public Health Officer Administrator and Incident Commander to take over the management of disease outbreaks which require the response of the entire section, when assigned.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge in the principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental health and safety.

Knowledge of fundamental (environmental) engineering.

Knowledge of the principles, practices and techniques relating to the protection of the public's health and the enforcement of environmental public health and drug diversion laws and regulations.

Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.

Ability to prepare recommendations for the removal or reduction of environmental public health violations.

Ability to plan, organize, analyze, and evaluate facts and improve operation.

Ability to prepare technical and informational reports and correspondences, and maintain records in an organized manner.

Ability to supervise the inspections, investigations, and surveys of industrial, residential, or business establishments.

Ability to supervise the work of others.

Ability to work effectively with the public and employees.

Ability to communicate clearly, concisely, and effectively both orally and in writing.

Ability to use field equipment to measure, monitor, collect, and sample environmental qualities or conditions.

Ability to supervise the safe operation and maintenance of laboratory equipment and materials.

Skill in the use of computers and other modern office equipment.

Skill in the operation and care of basic field instruments and laboratory equipment.

Skill in the safe operation of a motor vehicle.

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and three (3) years of work experience in environmental health, protection, sanitation, or safety; or
- b) Graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; and four (4) years of experience in environmental health, protection, sanitation, or safety; or
- c) Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math; and six (6) years of experience in environmental health, protection, sanitation, or safety.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency is highly encouraged.
- c) Certified pesticide applicator license for the application of pesticides on private and public grounds may be required after employment and when made available through the Department of Public Health and Social Services.
- d) Certified Pool/Spa Operator (CPO) with the National Swimming Pool Foundation may be required after employment and when made available through the Department of Public Health and Social Services.
- e) The following certifications from the National Environmental Health Association may be required after employment and when made available through the Department of Public Health and Social Services:
 - o Certified Professional – Food Safety (CP-FS); and
 - o Healthy Homes Specialist Credential (HHS).

ESTABLISHED: **OCTOBER 2012**

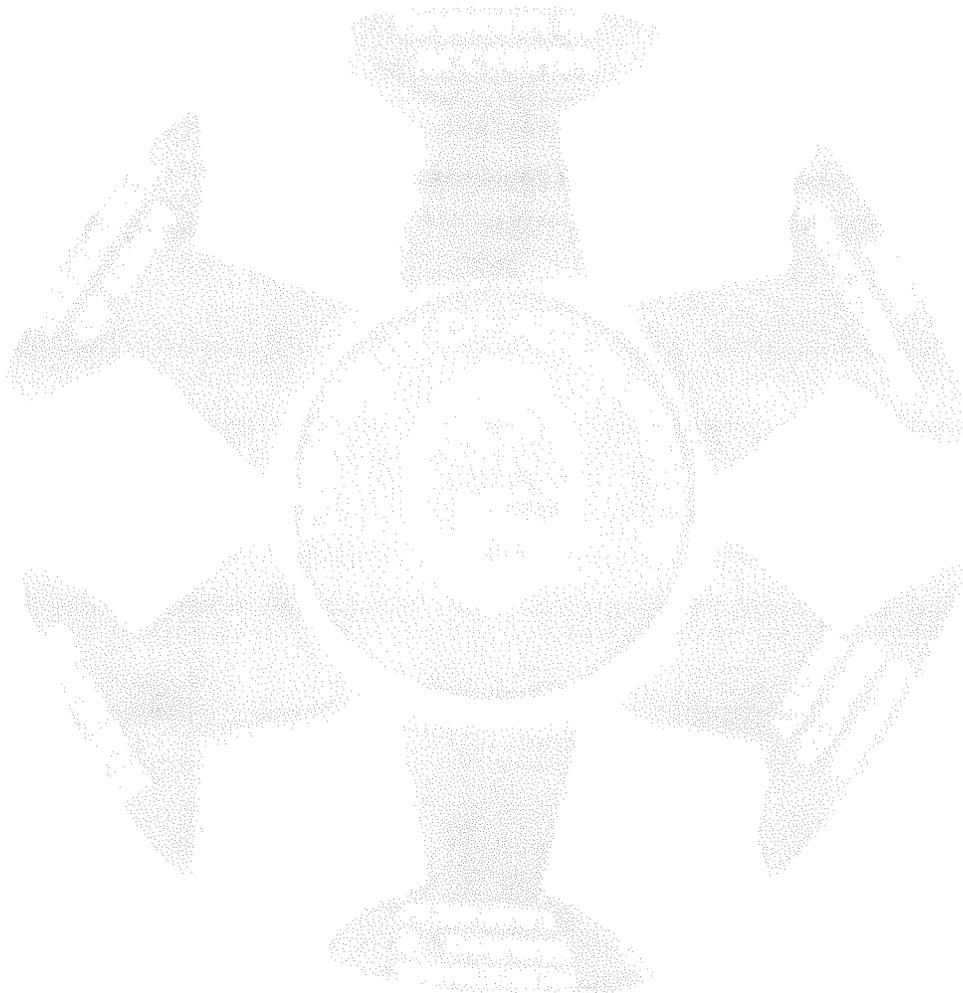
PAY GRADE: **P**

STATUTE: **Public Law 30-138 / Public Law 31-233**

HAY EVALUATION:	KNOW-HOW:	E I 3	264
	PROBLEM SOLVING:	E 3 43%	115
	ACCOUNTABILITY:	E 2 C	<u>132</u>
	TOTAL POINTS:		511

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

BENITA A. MANGLONA, Director
Department of Administration



ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

This is a professional senior management class in the Environmental Public Health Officer series administering the staff and programs of a bureau. Employees in this position must apply their comprehensive experience and knowledge in the principles and theories of environmental public health and drug diversion.

Incumbents in this position generally work under the general direction and supervision of the Chief Environmental Public Health Officer in the major areas of health and sanitation, food safety, plans and specifications, consumer commodities, controlled substances, mosquito surveillance and control, animal and vector control, and radiological health.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers one of the bureaus through the implementation of governing mandates, rules, and regulations; promotion of education and awareness; and the completion of bureau goals and objectives to prevent injuries, diseases, disabilities, and deaths associated with environmental hazards.

Formulates, implements, evaluates, and controls the long-term and short-term goals and objectives of the bureau programs for protecting public health and improving the services it provides to the people.

Develops, reviews, assesses, and finalizes the bureau's strategic plan, annual goals and objectives, and policies and procedures.

Determines existing and anticipated needs of bureau services to the public.

Prioritizes compliance activities based on various internal and external factors.

Prepares and submits the bureau's annual budget proposal to fund its personnel and operation based on the bureau's long-term and short-term goals and objectives.

Supports, justifies, responds, reports, and/or intervenes, when necessary, to administrative actions pursued by the bureau with potentially significant implications.

Reviews, revises, and approves for finalization, all written communications, draft rules and regulations, proposed legislations, requisitions, investigation reports, written requests, notifications, permits, registrations, and any other official documents originating from the bureau.

Reviews and finalizes grant applications and manages grant awards.

Coordinates all draft rules and regulations originating from the bureau.

Implements best practices to prevent or minimize the transmission of diseases.

Prepares draft testimonies for proposed legislation relevant to the bureau introduced for public hearing.

Advises and keeps the division chief apprised of all relevant activities of the bureau.

Performs the role of Acting Chief Environmental Public Health Officer and Incident Commander to take over the management of disease outbreaks whenever assigned.

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

Represents the division, when necessary, on matters of the bureau's environmental public health programs.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of statutes and rules and regulations governing environmental public health programs and drug diversion.

Knowledge in the principles and theories of physical, biological, and chemical sciences; and statistics, algebra, epidemiology, and analytical laboratory operation applicable to environmental public health and safety.

Knowledge in the principles and theories of drug diversion enforcement and fundamental (environmental) engineering.

Knowledge of environmental public health principles and theories for community health and protection.

Knowledge of the principles, theories, and practices of environmental public health inspections, investigations, regulations, and enforcement.

Ability to make decisions in accordance with appropriate program guidelines, or outside such guidelines, if none exists, when necessary.

Ability to supervise subordinates in environmental health activities.

Ability to learn, interpret, and apply environmental laws, rules, regulations, policies, and procedures governing environmental public health programs.

Ability to prepare recommendations for the removal or reduction of environmental public health violations.

Ability to plan, organize, analyze, and evaluate facts and improve operation.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies, and procedures to improve effectiveness.

Ability to recognize critical issues pertaining to environmental public health and take appropriate actions.

Ability to prepare and review technical reports and recommendations.

Ability to work effectively with the public and employees.

Ability to communicate clearly, concisely, and effectively both orally and in writing.

Ability to assess the effectiveness and efficiency of inspections, investigations, and surveys of industrial, residential, or business establishments.

Skill in the safe operation of a motor vehicle.

Skill in the use of computers and other modern office equipment.

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; three (3) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience in environmental health, protection, sanitation, or safety; or
- b) Graduation from a recognized college or university with a Bachelor's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; four (4) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience in environmental health, protection, sanitation, or safety; or
- c) Graduation from a recognized college or university with a Bachelor's degree in any field of study with a minimum of 30 semester hours or 45 quarter hours in basic sciences, and a course in college algebra or higher level math; six (6) years of work experience in environmental health, protection, sanitation, or safety; and two (2) years of supervisory work experience of environmental health, protection, sanitation, or safety.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency is highly encouraged.

ESTABLISHED:	OCTOBER 2012		
PAY GRADE:	R		
STATUTE:	Public Law 30-138 / Public Law 31-233		
HAY EVALUATION:	KNOW-HOW:	E II 3	350
	PROBLEM SOLVING:	E 4 43%	152
	ACCOUNTABILITY:	E 2 S	175
	TOTAL POINTS:		677

BENITA A. MANGLONA, Director
Department of Administration

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

NATURE OF WORK IN THIS CLASS

This is the highest professional and managerial class in the Environmental Public Health Officer series responsible for administering the Division of Environmental Health of the Department of Public Health and Social Services and its island-wide programs and activities that include environmental public health; environmental engineering; disease surveillance, prevention, and control; drug diversion; laboratory testing; mosquito biology; and health education.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Broadly administers the management, development, enforcement, education, and enhancement of the staff and programs of the Division of Environmental Health.

Analyzes division operations for both efficiency and effectiveness, prepares and provides periodic reports, which include programmatic and fiscal information, and recommends appropriate changes.

Integrates the various and differing environmental health, public health, and drug diversion programs of the division while ensuring the balanced separation of their conflicting goals.

Conducts threat assessment and responses to possible and anticipated island-wide environmental public health hazards and drug diversion concerns.

Finalizes all outgoing official permits, registrations, formal written communications, testimonies, rules and regulations, and proposed legislation regarding all programs within the Division of Environmental Health.

Establishes and promotes communication, collaboration, and coordination with other departments/agencies, environmental public health partners, and other community stakeholders throughout the island.

Manages recruitment and selection, performance evaluations, discipline, and counseling of personnel.

Ensures that all division personnel understand, consistently apply, and maintains current awareness of relevant federal and local environmental public health laws, technological awareness, standards, and regulations.

Oversees all violations of critical and controversial agency interest; evaluates effectiveness of statutes, rules, and regulations; and providing recommendations.

Assesses the island-wide political, economic, and health implications of division activities.

Reviews and approves recommendations to improve environmental public health and drug diversion activities as required for policy and regulatory development, and recommends priorities to the Director.

Manages the final administration, budgeting, planning, organizing, leading, and controlling the division's activities.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the legal, economic, and political aspects of the many diverse island-wide programs of the division.

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

Knowledge of environmental public health principles and theories for community health and protection.

Knowledge of the principles, theories, and practices of inspections, investigations, surveillance, regulations, and enforcement.

Knowledge of the principles and practices of controlled substances diversion monitoring and prevention and enforcement.

Knowledge of the fundamental principles, theories, and practices of lab operation.

Knowledge of statutes, rules, and regulations governing programs in environmental public health and its related programs and activities, and drug diversion and monitoring program.

Knowledge of computer applications.

Knowledge of concepts and application of biology, chemistry, physics, epidemiology, and statistics.

Knowledge to evaluate operational effectiveness and implement procedures and guidelines for its improvements.

Ability to direct the island-wide environmental public health programs and drug diversion and monitoring program.

Ability to supervise subordinates in environmental public health activities.

Ability to read, interpret, educate, and apply pertinent laws, rules, regulations, and other appropriate guidelines.

Ability to recognize critical issues pertaining to environmental public health and take appropriate actions.

Ability to prepare and review technical reports and recommendations.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Doctorate's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences; four (4) years of work experience in environmental health, protection, sanitation, or safety; and four (4) years of supervisory work experience in environmental health, protection, sanitation, or safety; or
- b) Master's degree in Environmental Health, Environmental Science, Environmental Engineering, or Natural Sciences and eight (8) years of work experience in environmental health, protection, sanitation, or safety; and four (4) years of supervisory work related experience.

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Credentialed as a Registered Environmental Health Specialist (REHS) or Registered Sanitarian (RS) with the National Environmental Health Association, or from any State equivalent association, organization, or entity recognized by that State's environmental health regulatory agency is highly encouraged.

ESTABLISHED:	OCTOBER 2012		
PAY GRADE:	S		
STATUTE:	Public Law 30-138 / Public Law 31-233		
HAY EVALUATION:	KNOW-HOW:	F II 3	400
	PROBLEM SOVLING:	F 4 50%	175
	ACCOUNTABILITY:	F 3 S	<u>264</u>
	TOTAL POINTS:		839

BENITA A. MANGLONA, Director
Department of Administration

4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 6 COMPENSATION OF PUBLIC EMPLOYEES

§ 6232. [Untitled].

The Director of Administration shall triennially review all positions requiring certification as either EMT-B, EMT-I, or an EMT-P and recommend salary adjustments based on such qualifications to be competitive with national salary schedules.

SOURCE: Added by P.L. 28-62:4 (June 30, 2005) as section 6231. Renumbered to section 6232 because section 6231 was already occupied. Effective January 1, 2006, reference to the "Civil Service Commission," amended to "Director of Administration" pursuant to P.L. 28-68:IV:45 (Sept. 30, 2005).

§ 6233. Establishment of the Environmental Public Health Officer Series.

The Director of Administration in collaboration with the Department of Public Health and Social Services shall establish a new series of positions, called Environmental Public Health Officers, within the Division of Environmental Health to replace the Division's Environmental Health Specialist, Engineer, and Public Health Inspector positions.

The new specifications shall be based on the following criteria and then implemented as stated:

(a) The nature of work; summary statement of examples of duties performed; a statement of minimum qualifications; and the minimum knowledge, abilities, and skills needed to perform the work of the Environmental Public Health Officer positions, which shall be the various combination of the class specifications of Public Health Inspectors, Environmental Health Specialists, and Engineers that are specific to the mission and mandates of the Division of Environmental Health of the Department of Public Health and Social Services;

(b) Hierarchical position levels of the Environmental Public Health Officer series shall begin with the Environmental Public Health Officer I, followed by Environmental Public Health Officer II, Environmental Public Health Officer III, Environmental Public Health Officer Supervisor, Environmental Health Officer Administrator, and concluding with the Chief Environmental Public Health Officer;

(c) The minimum education requirements of all positions within the Environmental Public Health Officer series shall be of the following three (3) standards: a bachelor's degree in any field of study from any accredited college or university; a college algebra course of higher level

4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 6 COMPENSATION OF PUBLIC EMPLOYEES

math; and basic science courses of thirty (30) semester or forty-five (45) quarter hours;

(d) The Director of Administration shall reclassify existing Environmental Health Specialists, Engineers and Public Inspectors of the Division of Environmental Health in the Environmental Public Health Officer series in the following manner:

(1) Environmental Health Specialist I and all Public Health Inspectors shall be reclassified as an Environmental Public Health Officer I;

(2) Environmental Health Specialist II and Engineer I shall be reclassified as an Environmental Public Health Officer II;

(3) Environmental Health Specialist III shall be reclassified as an Environmental Public Health Officer III;

(4) Environmental Health Specialist Supervisor shall be reclassified as an Environmental Public Health Administrator; and

(5) Environmental Health Specialist Administrator shall be reclassified as a Chief Environmental Public Health Officer;

(e) Existing Division of Environmental Health employee reclassified pursuant to § 6233(d) shall possess the minimum education standards of § 6233(c,) except that the basic science course requirements may be substituted for a minimum of ten (10) semester or fifteen (15) quarter hours; however, the full education requirements of § 6233(c) shall be met to qualify for any other future position within the Environmental Public Health Officer series;

(f) Existing Division of Environmental Health employees who do not possess the minimum education standards of § 6233(c), or the substitute standards of § 6233(e), shall remain in his/her current position until such time the Department of Public Health and Social Services and the Department of Administration complete an evaluation of the employee in determining whether he/she possesses the capabilities to perform the duties and responsibilities of an Environmental Public Health Officer, and

(1) If such employee is deemed capable, the employee shall be reclassified into the new position that best reflects his abilities, but shall be required to meet the full minimum education qualification standards

4 GCA PUBLIC OFFICERS & EMPLOYEES
CH. 6 COMPENSATION OF PUBLIC EMPLOYEES

of § 6233(c) for any other future position within the Environmental Public Health Officer series; and

(2) If an employee is deemed unable to perform the duties and capabilities of an Environmental Public Health Officer, he/she shall be transferred to another position in the government of Guam in accordance to established laws and rules and regulations;

(g) The Chief Environmental Public Health Officer of the Environmental Public Health Officer series must possess a master's degree in the field of environmental health, environmental science, environmental engineering, biology, chemistry, public health, physical science, or natural sciences; and

(h) A pay structure consistent with a government-wide pay plan, shall be implemented for the new position series to provide competitive salaries and compensation to the employees.

SOURCE: Added by P.L. 30-138:3 (May 17, 2010). Amended by P.L. 31-233:XII:37(b) (Sept. 9, 2012).

§ 6234. Department of Revenue and Taxation Examiner:

Compensation. Any Examiner who has performed off-duty *Services* pursuant to this Act *shall* be compensated at the rate of three (3) times the Examiner's hourly wage rate for the first hour of service provided, and one and a half times (1½) the Examiner's hourly wage rate *after* the first hour of said service; *provided*, that the Examiner *shall* perform *no less than* fifteen (15) minutes of service for the second hour, or each hour thereafter, before receiving credit and compensation for the full hour.

SOURCE: Added by P.L. 30-140:4 (May 17, 2010) as § 6233. Renumbered by Compiler.

ARTICLE 3
STANDARDS FOR CLASSIFYING POSITIONS

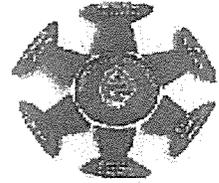
- § 6301. Compensation Policy.
- § 6302. Administration.
- § 6303. Creation of Positions.
- § 6304. Differential Pay.



Edward Baza Calvo
Governor
Raymond S. Tenorio
Lieutenant Governor

GOVERNMENT OF GUAM
(GUBETNAMENTON GUÁHAN)
DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)

DIRECTOR'S OFFICE
(Ufisinan Direktot)
Post Office Box 884 * Hagåtña, Guam 96932
TEL: (671) 475-1101/1250 * FAX: (671) 477-6788



Benita A. Manglona
Director
Anthony C. Biaz
Deputy Director

HRD NO.: OG09-0690B

NOV 14 2012

MEMORANDUM

To: Director, Department of Public Health & Social Services
From: Director, Department of Administration
Subject: **Public Laws 30-138 and 31-233**
RE: Environmental Public Health Officer Series

Buenas yan Háfa Adai! This is in reference to Public Laws 30-138 and 31-233, the creation of the Environmental Public Health Officer I, Environmental Public Health Officer II, Environmental Public Health Officer III, Environmental Public Health Officer Supervisor, Environmental Public Health Officer Administrator and Chief Environmental Public Health Officer, is now implemented, pursuant to §6233.

The provision of the public law authorizes a competitive pay schedule for the Environmental Public Health Officer series. The pay schedule reflects a 15 percent (15%) increase based on the 1991 Unified Pay Scheduled.

Should you have any questions or require additional information, please contact our Classification and Pay Branch at 475-1265/1201/1123. *Dângkolo na Agradesimiento!*


BENITA A. MANGLONA

Attachments

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

NATURE OF WORK IN THIS CLASS

This is an entry-level professional work in Environmental Public Health Officer performing sanitation inspections and investigations in the areas of Health & Sanitation, Consumer Commodities, Food Safety, Controlled Substances Program, Plans and Specifications Programs, Radiological Health Program, Mosquito Surveillance and Control Program and Animal and Vector Surveillance and Control Programs.

Employees in class are responsible for enforcing all rules, regulations, policies and procedures applicable to environmental health. Incumbents perform technical assistance to the general public related to environmental health regulatory activities and may provide program services and/or perform routine field inspections and investigations on a limited range of establishments and sites within an assigned program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Conducts and assists with inspections or investigations of facilities or project sites of environmental health programs both local and federal.

Responds to inquiries or requests for technical assistance regarding scientific background and technical implementation of Environmental Health programs.

Participates in the installation, operation and maintenance of environmental monitoring/sampling equipment.

Conducts in responding to complaints, routine inspections/surveillance and permit review to meet compliance requirements.

Participates in the research and compilation of basic information for use in regulation or policy development.

Enters and maintains basic databases and/or inventories.

Participates in preparing for public meetings, hearings and workshops.

Participates in performing field and office surveys and studies,

Reviews plans for technical accuracy and makes recommendations for higher level Environmental Health Officer.

Conducts environmental sampling and tests, analyzes, evaluates and interprets data, prepares reports.

Performs other related duties.

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of general principles of biological, physical and chemical sciences applicable to environmental health and safety.

Knowledge of principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Ability to learn principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Ability to apply field investigative techniques, data gathering, and basic research.

Ability to apply federal and local regulations, ordinances and codes related to environmental, public health, safety, and sanitation

Ability to prepare technical and informational reports, and correspondences, and maintain records in an organized manner.

Ability to organize, analyze, and evaluate facts.

Ability to conduct inspections/investigations at industrial, residential, or business.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in computer applications that relates to the job and other modern office procedures.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Bachelor's degree in any study, including or supplemented by a college algebra course or higher level math and 30 semester credit hours of basic science.

ENVIRONMENTAL PUBLIC HEALTH OFFICER I

NECESSARY SPECIAL QUALIFICATIONS:

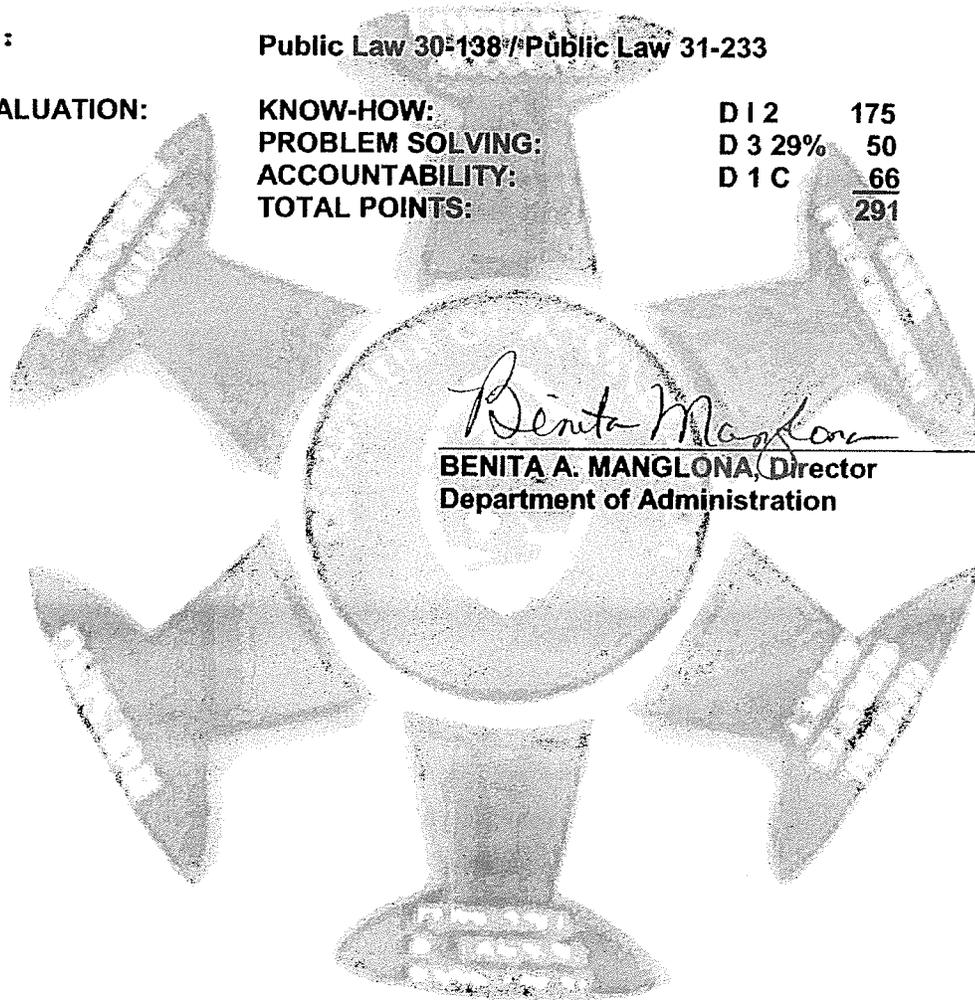
a) Must possess a valid Guam driver's license.

ESTABLISHED: **NOVEMBER 2012**

PAY GRADE: **L**

STATUTE : **Public Law 30-138 / Public Law 31-233**

HAY EVALUATION:	KNOW-HOW:	D 1 2	175
	PROBLEM SOLVING:	D 3 29%	50
	ACCOUNTABILITY:	D 1 C	66
	TOTAL POINTS:		291



ENVIRONMENTAL PUBLIC HEALTH OFFICER II

NATURE OF WORK IN THIS CLASS

Employees are under general supervision, performing moderately complex and specialized duties related to environmental health regulation conducting field inspections and investigations on establishments and sites within an assigned program in identifying potential hazardous, health and sanitation issues.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and conducts inspections or investigations of facilities or projects sites.

Conducts specialized and complex inspections or investigations of facilities to determine compliance with environmental health laws and regulations in accordance with established procedures.

Performs surveys, inspections, re-inspections, and complaint investigations on licensed and other public facilities.

Coordinates with other governmental agencies and works with citizens to solve problems in sanitation and environmental health situations.

Provides assistance during an emergency event and participates in communicable disease investigations.

Conducts sanitation and environmental health surveys of facilities or situations to determine if there is a public health risk and tracks toxic substance issues.

Responds to inquiries or requests for technical assistance regarding scientific background and technical implementation of Environmental Health programs.

Conducts and coordinates the installation, operation and maintenance of environmental monitoring/sampling equipment.

Responds to complaints, inspections/surveillance and permit review to meet compliance requirements.

Calibrates equipment as necessary; enters and maintains basic databases and/or inventories.

Monitors the progress of compliance schedules; maintains accurate status records and initiates enforcement action as the situation warrants.

Participates in conducting public health educational activities at schools, facilities and professional association meetings and for individuals as required and requested.

Provides on-going consultation to the public, regulated community and enforcement personnel regarding the intent of environmental health laws and regulations.

ENVIRONMENTAL PUBLIC HEALTH OFFICER II

Reviews plans for technical accuracy and makes recommendations for higher level Environmental Public Health Officers.

Conducts evidence sampling and tests, analyzes, evaluates and interprets data, prepares reports.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local regulations, ordinances, and codes related to environmental, public health, safety and sanitation.

Knowledge of general principles of biological, physical and chemical sciences applicable to environmental health and safety.

Knowledge of principles and application of chemistry as it relates to hazardous materials.

Knowledge of principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Knowledge of field investigative techniques, data gathering, and basic research.

Knowledge and principles of record keeping.

Knowledge of word usage, spelling, grammar and punctuation; technical and expository writing.

Ability to prepare technical and informational reports, correspondences, and maintain records in an organized manner.

Ability to organize, analyze and evaluate facts.

Ability to conduct inspections/investigations at industrial, residential, or business sites.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

ENVIRONMENTAL PUBLIC HEALTH OFFICER II

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental / Natural Sciences or related field; *or*
- b) Graduation from a recognized college or university with a Bachelor's degree in any study, including or supplemented by a college algebra course or higher level math and 30 semester credit hours of basic science and one (1) year of work experience in environmental health, protection, safety and sanitation.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.

ESTABLISHED: NOVEMBER 2012

PAY GRADE: M

STATUTE: Public Law 30-138 / Public Law 31-233

HAY EVALUATION:	KNOW-HOW:	D 1 2	200
	PROBLEM SOLVING:	D 3 33%	66
	ACCOUNTABILITY:	D 2 C	87
	TOTAL POINTS:		<u>353</u>

Benita Manglona

BENITA A. MANGLONA, Director
 Department of Administration

ENVIRONMENTAL PUBLIC HEALTH OFFICER III

NATURE OF WORK IN THIS CLASS

Employees provides lead work for one or more environmental health programs performing complex and specialized duties related to the planning, organizing, coordinating, inspecting on establishments and sites within an assigned programs in identifying potential hazardous, health and sanitation issues.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Trains and guides less experienced environmental public health officers in relative methods of inspections, enforcement, regulatory responsibilities and administrative procedures.

Leads the operations of highly complex inspections or investigations of facilities to determine compliance with environmental health laws and regulations in accordance with established procedures of one or more environmental programs.

Schedules and assists lead work in negotiating agreements/settlements; prepares final permit evaluation /report for supervisor's approval.

Performs surveys, inspections, re-inspections, and complaint investigations on licensed and other public facilities.

Provides assistance during emergency event, participates on communicable disease investigations.

Conducts sanitation and environmental health surveys of facilities or situations to determine if there is a public health, and tracks toxic substance issues.

Responds to inquires or requests for technical assistance regarding scientific background and technical implementation of Environmental Health programs.

Conducts and coordinates the installation, operation and maintenance of environmental monitoring/sampling equipment.

Responds to complaints, inspections/surveillance and permit review to meet compliance requirements.

Reviews permit applications, drafts, modifies and issues permits in accordance with established laws and procedures.

Monitors the progress of compliance schedules, maintains accurate status records and initiates enforcement action as the situation warrants.

Assists in conducting public health educational activities at schools, facilities and professional association meetings and for individuals as required and requested.

ENVIRONMENTAL PUBLIC HEALTH OFFICER III

Provides on-going consultation to the public, regulated community and enforcement personnel regarding the intent of environmental health laws and regulations.

Reviews plans for technical accuracy and makes recommendations for higher level Environmental Health Office Supervisor.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local regulations, ordinances, and codes related to environmental and public health, safety and sanitation.

Knowledge of principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Knowledge of principles and application of chemistry as it relates to hazardous materials.

Knowledge of field investigative techniques and data gathering and basic research.

Knowledge and principles of record keeping.

Ability to provide technical guidance and training to subordinate staff.

Ability to prepare technical and informational reports and correspondences, and maintain records in an organized manner.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental / Natural Sciences or related field and one (1) year of work experience in environmental health, protection, safety and sanitation; **or**
- b) Graduation from a recognized college or university with a Bachelor's degree in any study, including or supplemented by a college algebra course or higher level math and 30 semester credit hours of basic science and two (2) years of work experience in environmental health, protection, safety and sanitation.

ENVIRONMENTAL PUBLIC HEALTH OFFICER III

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) May require certifications from the National Environmental Health Association: Certified Professional-Food Safety (CP-FS), Healthy Homes Specialist Credential (HHS) and certification from the National Swimming Pool Foundation Certified Pool/Spa Operator (CPO) and Certified pesticide applicator license.

ESTABLISHED: NOVEMBER 2012

PAY GRADE: N

STATUTE: Public Law 30-138 / Public Law 31-233

HAY EVALUATION:	KNOW-HOW:	E 1 2	230
	PROBLEM SOLVING:	D 3 33%	76
	ACCOUNTABILITY:	E 2 C	<u>100</u>
	TOTAL POINTS:		406


BENITA A. MANGLONA, Director
 Department of Administration

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

NATURE OF WORK IN THIS CLASS

Employees in this class supervise and perform the full range of complex and specialized work in the regulation and enforcement of Environmental Health and Safety laws and regulations and is the first line of supervisory and advanced journey level work involved in assuring compliance identifying potential hazardous, health and sanitation issues.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises, coordinates and performs a variety of administrative staff work such as: scheduling, maintaining records, responding to requests for information or services.

Performs related administrative planning and research activities; preparing correspondences, reports, statistical information and budget materials.

Completes performance evaluations for lower level environmental public health officers, recommends disciplinary actions and approves leave.

Reviews and coordinates administrative, budgeting, purchasing, planning, design, construction, environmental and research activities in support of the Division's goals and objectives.

Inspects and investigates complex and complicated conditions at various sites to determine or obtain compliance with Federal and Local laws and regulations governing Environmental Health and Safety in one or more of the following areas: Health & Sanitation, Consumer Commodities, Food Safety, Controlled Substances Program, Plans and Specifications Programs, Radiological Health Program, Mosquito Surveillance, Animal and Vector Surveillance and Control Programs, Solid Waste, Wastewater, cemetery and mortuary, environmental tobacco smoke, littering, pharmaceutical controlled substances and laboratory work.

Performs complex surveys, inspections, re-inspections, and complaint investigations on licensed and other public facilities and renders decision of compliance or continued violations on various types of licensed establishments and related public establishments for adherence to environmental health rules and regulations; Manages complex and sensitive investigations.

Collects field samples for analysis; conducts investigations of health and disease concerns that reach epidemic proportions and conducts general environmental health surveys.

Investigates and surveys areas of potential insect and rodent infestations

Analyzes information gathered, interprets, and submits recommendations based on findings.

Provides assistance during an emergency event, participates on communicable disease investigations.

Conducts sanitation and environmental health surveys of facilities or situations to determine if there is a public health risk, and tracks toxic substance issues.

Responds to inquires or requests for technical assistance regarding scientific background and technical implementation of Environmental Health programs.

Conducts and coordinates the installation, operation and maintenance of environmental monitoring/sampling equipment.

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR

Reviews permit applications, drafts, modifies and issues permits in accordance with established laws and procedures.

Monitors the progress of compliance schedules, maintains accurate status records and initiates enforcement action as the situation warrants.

Provides on-going consultation to the public, regulated community and enforcement personnel regarding the intent of environmental health laws and regulations.

Reviews plans for technical accuracy and makes recommendations for higher level Environmental Health Office Supervisor.

Performs other related duties.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local regulations, ordinances and codes related to environmental and public health, safety and sanitation.

Knowledge of advance principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Knowledge of advance concepts and application of biology, chemistry, physics and statistics.

Knowledge of principles and practices of safe food production, handling, processing and storage.

Knowledge of food-borne and blood-borne pathogens and illnesses and preventive measures.

Knowledge of pool operation, maintenance, chemicals, biological and chemical hazard.

Knowledge of field investigative techniques, and data gathering and basic research.

Knowledge and principles of record keeping.

Ability to provide technical guidance and training to subordinate staff.

Ability to prepare technical and informational reports and correspondences, and maintain records in an organized manner.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in evaluating, planning, or interpreting analysis of data in formulating current and long-range solutions, strategies, or policies of a specialized or technical nature.

Skill in the operation and handling of various instruments/tools including; thermometers, thermocouples, pool test kits, noise and light meters, and other tools.

Skill in the safe operation of a motor vehicle.

ENVIRONMENTAL PUBLIC HEALTH OFFICER SUPERVISOR**MINIMUM EXPERIENCE AND TRAINING**

- a) Graduation from a recognized college or university with a Master's degree in Environmental / Natural Sciences or related field, one (1) year of supervisory work experience and (2) years of work experience in environmental health, protection, safety and sanitation; **or**
- b) Graduation from a recognized college or university with a Bachelor's degree in any study, including or supplemented by a college algebra course or higher level math and 30 semester credit hours of basic science and one (1) year of supervisory work experience and three (3) years of work experience in environmental health, protection, safety and sanitation.

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) May require certifications from the National Environmental Health Association: Certified Professional-Food Safety (CP-FS), Healthy Homes Specialist Credential (HHS) and certification from the National Swimming Pool Foundation Certified Pool/Spa Operator (CPO) and Certified pesticide applicator license.

ESTABLISHED: NOVEMBER 2012**PAY GRADE: O****STATUTE: Public Law 30-138 / Public Law 31-233**

HAY EVALUATION:	KNOW-HOW:	E 1 3	264
	PROBLEM SOLVING:	E 3 38%	100
	ACCOUNTABILITY:	E 2 C	115
	TOTAL POINTS:		479

Benita Manglona
BENITA A. MANGLONA, Director
 Department of Administration

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

This is administrative work assisting the Chief of Environmental Public Health Officer in the Planning and administration of environmental health programs performing managerial duties and may oversee one or more areas of environmental health.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the planning, coordination and directs the Division of Environmental Health.

Provides guidance to supervisors in handling highly complex environmental inspections and investigations.

Advises program management on violations of critical/controversial agency interest; evaluates rule effectiveness and recommends enforcement/compliance rule making

Draft legislation to improve Environmental Public Health Services as required for policy and regulation development, recommends priorities, scheduling requirements, and information parameters to program management.

Advises management on the need for contractual/consultants services versus agency/staff expertise.

Reviews and coordinates administrative, budgeting, purchasing, planning, design, construction, environmental and research activities in support of Divisions goals and objectives.

Assists in formulating, implementing and evaluating Division short and long-term goals and objectives.

Assesses the quality of inspections, investigations and enforcement activities being provided.

Determines the effectiveness of subordinate staff at the program and bureau level.

Provides assistance during an emergency event and participates on communicable disease investigations.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local regulations, ordinances and codes related to environmental and public health, safety and sanitation.

Knowledge of advanced principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Knowledge of advanced concepts and application of biology, chemistry, physics and statistics.

Knowledge of food-borne and blood-borne pathogens and illnesses and preventive measures.

Knowledge of pool operation, maintenance, chemicals, biological and chemical hazards.

Ability to administer territorial-wide environmental sanitation programs.

Ability to evaluate operational effectiveness and implement procedures and guidelines.

Ability to recognize critical issues pertaining to environmental health and taking action.

ENVIRONMENTAL PUBLIC HEALTH OFFICER ADMINISTRATOR

Ability to prepare technical and informational reports and correspondences, and maintain records in an organized manner.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Graduation from a recognized college or university with a Master's degree in Environmental / Natural Sciences or related field, one (1) year of supervisory work experience and three (3) years of work experience in environmental health, protection, safety and sanitation; **or**
- b) Graduation from a recognized college or university with a Bachelor's degree in any study, including or supplemented by a college algebra course or higher level math and 30 semester credit hours of basic science and one (1) year of supervisory work experience and four (4) years of work experience in environmental health, protection, safety and sanitation.

NECESSARY SPECIAL QUALIFICATIONS:

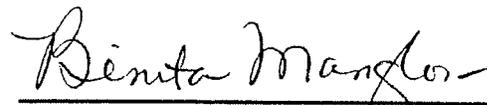
- a) Must possess a valid Guam driver's license.
- b) Registration as a Professional Sanitarian (RS) with the National Environmental Health Association (NEHA) or the recognized credentialing board of any state or territory of the United States having equivalent standards as NEHA.
- c) Possession of certifications from the National Environmental Health Association: Certified Professional-Food Safety (CP-FS), Healthy Homes Specialist Credential (HHS) and certification from the National Swimming Pool Foundation Certified Pool/Spa Operator (CPO) and Certified pesticide applicator license.

ESTABLISHED: NOVEMBER 2012

PAY GRADE: Q

STATUTE: Public Law 30-138 / Public Law 31-233

HAY EVALUATION:	KNOW-HOW:	E II 3	304
	PROBLEM SOLVING:	E 4 43%	132
	ACCOUNTABILITY:	E 2 S	152
	TOTAL POINTS:		588



BENITA A. MANGLONA, Director
Department of Administration

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

NATURE OF WORK IN THIS CLASS

Administers the programs and activities of a territory wide environmental health programs.

Employees in this class supervises the planning, directing and evaluating the programs, activities and staff both directly and through subordinate supervisors.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers all phases of management, development, enforcement, protection and enhancement of the Division of Environmental Health.

Analyzes program operations for both efficiency and effectiveness, prepare and provides periodic reports which include programmatic and fiscal information and recommends appropriate changes.

Conducts threat assessment of possible and/or anticipated environmental health hazards island-wide and provides recommendations to the Director of matters of environmental health/hazards and coordinates with U.S. Environmental Protection Agency and the U.S. Food and Drug Administration.

Finalizes all permits, registrations, written communications, testimonies, and proposed legislation regarding all programs within the Division of Environmental Health.

Establishes and promotes ongoing collaboration and coordination with community departments/agencies, health and environmental service providers, and professional associations throughout the island.

Manages employee recruitment and selection, performance evaluations, discipline and counseling.

Ensures that all Environmental Public Health Officers understand and consistently apply Federal and Local environmental health laws and regulations.

Develops and maintains a current awareness of relevant laws, regulations, standards and technological advancements and provides awareness to all Environmental Public Health Officers.

Oversees all violations of critical and controversial agency interest; evaluates rule effectiveness and recommends final enforcement/compliance rule making

Reviews and approves recommendations to improve Environmental Public Health Services as required for policy and regulation development, recommends priorities to the Director for final approval.

Manages administrative, budgeting, purchasing, planning, design, construction, environmental and research activities in support of Divisions goals and objectives.

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of federal and local regulations, ordinances and codes related to environmental and public health, safety and sanitation.

Knowledge of advanced principles, practices and techniques relating to the protection of the environment and enforcement of public health and safety regulations.

Knowledge of advanced concepts and application of biology, chemistry, physics and statistics.

Knowledge of food-borne and blood-borne pathogens and illnesses and preventive measures.

Knowledge of pool operation, maintenance, chemicals, biological and chemical hazards.

Knowledge in administering territorial-wide environmental sanitation programs.

Knowledge to evaluate operational effectiveness and implement procedures and guidelines.

Ability to train, assign, supervise and evaluate professional, technical and support staff.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING

- a) Master's degree in Environmental Health, Environmental Science, Environmental Engineering, Biology, Chemistry, Public Health, Physical Science or Natural Sciences and 3 (three) years of work experience in environmental health, protection, safety and sanitation, and 3 (three) years of supervisory work related experience.

CHIEF ENVIRONMENTAL PUBLIC HEALTH OFFICER

NECESSARY SPECIAL QUALIFICATIONS:

- a) Must possess a valid Guam driver's license.
- b) Possession of a Registration as a Professional Sanitarian (RS) with the National Environmental Health Association (NEHA) or the recognized credentialing board of any state or territory of the United States having equivalent standards as NEHA.
- c) Possession of certifications from the National Environmental Health Association: Certified Professional-Food Safety (CP-FS), Healthy Homes Specialist Credential (HHS) and certification from the National Swimming Pool Foundation Certified Pool/Spa Operator (CPO) and Certified pesticide applicator license.

ESTABLISHED: NOVEMBER 2012

PAY GRADE: R

STATUTE: Public Law 30-138 / Public Law 31-233

HAY EVALUATION:	KNOW-HOW:	F II 3	350
	PROBLEM SOLVING:	E 4 50%	175
	ACCOUNTABILITY:	E 2 S	175
	TOTAL POINTS:		700

Benita Manglona

BENITA A. MANGLONA, Director
 Department of Administration

Environmental Public Health Officer Series Pay Scale: Public Laws 30-138 & 31-233

L-01	L-02	L-03	L-04	L-05	L-06	L-07	L-08	L-09	L-10	L-11	L-12	L-13	L-14	L-15	L-16	L-17	L-18	L-19	L-20
26,520	28,178	29,835	31,493	33,150	34,876	35,802	37,128	38,454	39,780	41,172	42,613	44,105	45,648	47,246	48,900	50,611	52,383	54,216	56,114
\$12.75	\$13.55	\$14.34	\$15.14	\$15.94	\$16.58	\$17.21	\$17.85	\$18.49	\$19.13	\$19.79	\$20.49	\$21.20	\$21.95	\$22.71	\$23.51	\$24.33	\$25.18	\$26.07	\$26.98
LEH-01	LEH-02	LEH-03	LEH-04	LEH-05	LEH-06	LEH-07	LEH-08	LEH-09	LEH-10	LEH-11	LEH-12	LEH-13	LEH-14	LEH-15	LEH-16	LEH-17	LEH-18	LEH-19	LEH-20
30,498	32,405	34,310	36,217	38,123	39,647	41,172	42,697	44,222	45,747	47,348	49,005	50,721	52,495	54,333	56,235	58,203	60,240	62,348	64,531
\$14.86	\$15.58	\$16.50	\$17.41	\$18.33	\$19.06	\$19.79	\$20.53	\$21.26	\$21.99	\$22.76	\$23.56	\$24.38	\$25.24	\$26.12	\$27.04	\$27.98	\$28.96	\$29.98	\$31.02

15%

M-01	M-02	M-03	M-04	M-05	M-06	M-07	M-08	M-09	M-10	M-11	M-12	M-13	M-14	M-15	M-16	M-17	M-18	M-19	M-20
28,678	30,471	32,263	34,056	35,848	37,282	38,716	40,150	41,584	43,018	44,524	46,082	47,695	49,364	51,092	52,880	54,731	56,646	58,629	60,681
\$13.79	\$14.65	\$15.51	\$16.37	\$17.23	\$17.92	\$18.61	\$19.30	\$19.99	\$20.68	\$21.41	\$22.15	\$22.93	\$23.73	\$24.56	\$25.42	\$26.31	\$27.23	\$28.19	\$29.17
MEH-01	MEH-02	MEH-03	MEH-04	MEH-05	MEH-06	MEH-07	MEH-08	MEH-09	MEH-10	MEH-11	MEH-12	MEH-13	MEH-14	MEH-15	MEH-16	MEH-17	MEH-18	MEH-19	MEH-20
32,980	35,042	37,102	39,164	41,225	42,874	44,523	46,173	47,822	49,471	51,203	52,994	54,849	56,769	58,756	60,812	62,941	65,143	67,423	69,783
\$15.86	\$16.85	\$17.84	\$18.83	\$19.82	\$20.61	\$21.41	\$22.20	\$22.99	\$23.78	\$24.62	\$25.48	\$26.37	\$27.29	\$28.25	\$29.24	\$30.26	\$31.32	\$32.42	\$33.55

15%

N-01	N-02	N-03	N-04	N-05	N-06	N-07	N-08	N-09	N-10	N-11	N-12	N-13	N-14	N-15	N-16	N-17	N-18	N-19	N-20
31,054	33,006	34,947	36,889	38,830	40,383	41,936	43,490	45,043	46,596	48,227	49,915	51,662	53,470	55,341	57,278	59,283	61,358	63,506	65,728
\$14.93	\$15.87	\$16.80	\$17.74	\$18.67	\$19.41	\$20.16	\$20.91	\$21.66	\$22.40	\$23.19	\$24.00	\$24.84	\$25.71	\$26.61	\$27.54	\$28.50	\$29.50	\$30.53	\$31.60
NEH-01	NEH-02	NEH-03	NEH-04	NEH-05	NEH-06	NEH-07	NEH-08	NEH-09	NEH-10	NEH-11	NEH-12	NEH-13	NEH-14	NEH-15	NEH-16	NEH-17	NEH-18	NEH-19	NEH-20
35,724	37,957	40,189	42,422	44,655	46,440	48,226	50,014	51,799	53,585	55,461	57,402	59,411	61,491	63,642	65,870	68,175	70,562	73,032	75,587
\$17.17	\$18.25	\$19.32	\$20.40	\$21.47	\$22.33	\$23.19	\$24.04	\$24.90	\$25.76	\$26.66	\$27.60	\$28.56	\$29.56	\$30.60	\$31.67	\$32.78	\$33.92	\$35.11	\$36.34

15%

O-01	O-02	O-03	O-04	O-05	O-06	O-07	O-08	O-09	O-10	O-11	O-12	O-13	O-14	O-15	O-16	O-17	O-18	O-19	O-20
33,811	35,924	38,038	40,151	42,264	43,955	45,645	47,336	49,026	50,717	52,492	54,329	56,231	58,199	60,236	62,344	64,526	66,785	69,122	71,541
\$16.26	\$17.27	\$18.29	\$19.30	\$20.32	\$21.13	\$21.94	\$22.76	\$23.57	\$24.38	\$25.24	\$26.12	\$27.03	\$27.98	\$28.96	\$29.97	\$31.02	\$32.11	\$33.23	\$34.39
OEH-01	OEH-02	OEH-03	OEH-04	OEH-05	OEH-06	OEH-07	OEH-08	OEH-09	OEH-10	OEH-11	OEH-12	OEH-13	OEH-14	OEH-15	OEH-16	OEH-17	OEH-18	OEH-19	OEH-20
38,883	41,313	43,744	46,174	48,604	50,548	52,492	54,436	56,380	58,325	60,366	62,478	64,666	66,929	69,271	71,696	74,205	76,803	79,490	82,272
\$18.69	\$19.86	\$21.03	\$22.20	\$23.37	\$24.30	\$25.24	\$26.17	\$27.11	\$28.04	\$29.02	\$30.04	\$31.09	\$32.18	\$33.30	\$34.47	\$35.68	\$36.92	\$38.22	\$39.55

15%

Q-01	Q-02	Q-03	Q-04	Q-05	Q-06	Q-07	Q-08	Q-09	Q-10	Q-11	Q-12	Q-13	Q-14	Q-15	Q-16	Q-17	Q-18	Q-19	Q-20
40,352	42,874	45,396	47,918	50,440	52,458	54,475	56,493	58,510	60,528	62,646	64,839	67,108	69,457	71,888	74,404	77,009	79,704	82,493	85,381
\$19.40	\$20.61	\$21.83	\$23.04	\$24.25	\$25.22	\$26.19	\$27.16	\$28.13	\$29.10	\$30.12	\$31.17	\$32.26	\$33.39	\$34.56	\$35.77	\$37.02	\$38.32	\$39.66	\$41.05
QEH-01	QEH-02	QEH-03	QEH-04	QEH-05	QEH-06	QEH-07	QEH-08	QEH-09	QEH-10	QEH-11	QEH-12	QEH-13	QEH-14	QEH-15	QEH-16	QEH-17	QEH-18	QEH-19	QEH-20
46,405	49,305	52,205	55,106	58,006	60,327	62,646	64,967	67,287	69,607	72,043	74,565	77,174	79,876	82,671	85,565	88,560	91,660	94,867	98,188
\$22.31	\$23.70	\$25.10	\$26.49	\$27.89	\$29.00	\$30.12	\$31.23	\$32.35	\$33.47	\$34.64	\$35.85	\$37.10	\$38.40	\$39.75	\$41.14	\$42.58	\$44.07	\$45.61	\$47.21

15%

Environmental Public Health Officer Series Pay Scale: Public Laws 30-138 & 31-233

	R-01	R-02	R-03	R-04	R-05	R-06	R-07	R-08	R-09	R-10	R-11	R-12	R-13	R-14	R-15	R-16	R-17	R-18	R-19	R-20
	44,242	47,008	49,773	52,538	55,303	57,515	59,727	61,939	64,151	66,364	68,587	71,091	73,579	76,154	78,820	81,578	84,434	87,389	90,447	93,613
	\$21.27	\$22.60	\$23.93	\$25.26	\$26.59	\$27.65	\$28.71	\$29.78	\$30.84	\$31.91	\$33.02	\$34.18	\$35.37	\$36.61	\$37.89	\$39.22	\$40.59	\$42.01	\$43.48	\$45.01
REH-01	R-01	R-02	R-03	R-04	R-05	R-06	R-07	R-08	R-09	R-10	R-11	R-12	R-13	R-14	R-15	R-16	R-17	R-18	R-19	R-20
50,878	54,059	57,239	60,419	63,598	66,142	68,686	71,230	73,774	76,319	78,990	81,755	84,616	87,577	90,643	93,815	97,099	100,497	104,014	107,655	
\$24.46	\$25.99	\$27.52	\$29.05	\$30.58	\$31.80	\$33.02	\$34.25	\$35.47	\$36.69	\$37.98	\$39.31	\$40.68	\$42.10	\$43.58	\$45.10	\$46.68	\$48.32	\$50.01	\$51.76	

APPROVED
 DISAPPROVED

 BENITA A. MANGIONA, Director
 Department of Administration
 Date: 11/14/12