

ASSOCIATE PUBLIC HEALTH SANITARIAN

General Statement of Duties and Responsibilities

This class of positions encompasses difficult supervisory responsibilities of various complexities involving inspections to assure compliance with pertinent laws, rules and regulations governing the areas of food, drugs, general environmental conditions, safety and health standards. There are three Assignment Levels within this class of positions. All personnel perform related work.

Assignment Level I

Under general supervision, as the supervisor of a minor segment, or as principal assistant to the supervisor of a moderately-sized segment, assists in directing an inspection program to improve food, drug, general environmental conditions, safety and health standards, and to assure compliance with pertinent laws, rules and regulations governing these areas of activity.

Examples of Typical Tasks

Assigns, supervises, counsels and evaluates the work of subordinate staff.

Directs programs to enforce the Health Code, OSHA regulations, other environmental, health and safety (EHS) rules and assists in planning and executing special projects and surveys.

Prepares reports.

Reviews reports of inspections, makes recommendations on future actions, and follows up on disposition of reported complaints and violations.

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Conducts in-service training programs and gives technical guidance to subordinate staff in more difficult inspections.

Checks and instructs private inspectors employed by licensed and/or permitted facilities, such as food plants, to carry out the self-inspection program.

Studies and evaluates protests from the public and owners of licensed and/or permitted facilities, such as food plants, makes special inspections and investigates unusual conditions.

Interprets Health Code requirements OSHA regulations, other EHS rules and requirements and departmental regulations to industry and the public in their application to proposed methods, processes and equipment.

Inspects construction of licensed and/or permitted facilities, such as food plants, and other establishments for conformance with environmental conditions regulations and with approved plans and specifications.

Participates in office hearings on violations and advises subordinate staff in drawing up and presenting cases in court.

Acts as liaison with other units of the Department and with other governmental agencies.

In the temporary absence of the supervisor, may perform the duties of that position.

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Assignment Level II

Under direction, as the supervisor of a moderately-sized organizational segment, or as principal assistant to the supervisor of a major organizational segment, performs highly responsible administrative work in directing a regulatory and inspection program governing the areas of food, drugs, general environmental conditions, and safety and health standards, to assure compliance with pertinent laws, rules and regulations governing these areas of activity.

Examples of Typical Tasks

Enforces the Health Code, OSHA regulations, other environmental, health and safety (EHS) rules and assists in the development of procedures designed to implement the policies and objectives of the Department of Health and Mental Hygiene.

As supervisor of a moderately-sized organizational segment, directs the planning of an in-service training program; assigns, supervises, counsels and evaluates work of subordinates; reviews and takes appropriate action on all reports submitted by subordinates; supervises maintenance of records and prepares periodic reports and recommendations; formulates plans for special surveys and activities; plans immediate and long-range programs; interprets policies and programs through administrative channels; prepares annual budget requests.

May act as principal assistant to the supervisor of a major organizational segment engaged in the activities mentioned in the preceding paragraph.

In the temporary absence of the supervisor, may perform the duties of that position.

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Assignment Level III

Under direction, performs highly responsible administrative work in directing the operations of a major organizational segment of the inspection programs in the areas of food, drugs, general environmental conditions, safety and health standards, to assure compliance with pertinent laws, rules and regulations.

Plans, directs and coordinates the activities of a major organizational segment of the environmental conditions inspection program.

Examples of Typical Tasks

Enforces the Health Code, OSHA regulations, other environmental, health and safety (EHS) rules and assists in the development of procedures to implement the policies and objectives of the Department of Health and Mental Hygiene.

Supervises and directs the planning of an in-service training program; assigns, supervises, counsels and evaluates work of subordinates; reviews and takes appropriate action on all reports submitted by subordinates; supervises maintenance of records and prepares periodic reports and recommendations; formulates plans for special surveys and activities; plans immediate and long- range programs; interprets policies and programs through administrative channels; prepares annual budget requests.

Organizes and participates in training courses such as those for employees of licensed and/or permitted facilities, such as food plants.

Makes recommendations for new or revised legislation, or for revisions, deletions or additions to the Health Code.

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Acts as liaison with other organizational segments of the Department, and with other governmental agencies; interprets Health Code, OSHA regulations, other EHS rules and requirements and departmental regulations to industry and the public in their application to proposed methods, processes and equipment.

May recommend the approval or disapproval of applications to conduct trades or businesses under permit to the Department of Health and Mental Hygiene, such as barber shops, pet shops, laundries, beauty salons, etc.

In the temporary absence of the supervisor, may perform the duties of that position.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 30 semester credits in the physical and/or biological sciences, i.e., biology, botany, chemistry, geology, physics, physiology, and zoology; of which not more than 12 credit hours may be in the applied sciences, i.e., environmental technology, sanitation technology, medical technology, public health, infection control or food service; and at least two years of satisfactory full-time experience performing inspections to assure compliance with pertinent laws, rules and regulations governing the areas of food, drugs and general environmental conditions; or
2. An associate degree from an accredited college, with 15 semester credits in the physical and/or biological sciences, of which not more than 6 credit hours may be in the applied sciences, and 4 years of satisfactory full-time experience as described in "1" above; or

ASSOCIATE PUBLIC HEALTH SANITARIAN (continued)

Qualification Requirements (continued)

3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have at least 60 semester credits from an accredited college, including at least 15 semester credits in the physical and and/or biological sciences. Furthermore, to assure compliance with Section 11.112 of the Compilation of the Rules and Regulations of the State of New York (NYCRR) – Title 10 (Health), all candidates must have at least 2 years of experience as a public health sanitarian as described in "1" above.

Direct Lines of Promotion

From: Public Health Sanitarian
(31215)

To: Administrative Public
Health Sanitarian
(M 82989)

Note: In order to be eligible for promotion to a supervisory level, candidates must have 2 years of experience as a public health sanitarian, pursuant to Section 11.112 of the Compilation of the Rules and Regulations of the State of New York (NYCRR) – Title 10 (Health).