

Item # 10c

**City of Carson City
Agenda Report**

Date Submitted: January 8, 2008

Agenda Date Requested: January 17, 2008

Time Requested: 15 min

To: Board of Supervisors

From: Carson City Health and Human Services

Subject Title: Action to determine that a vacant Environmental Health Specialist position is essential for City operations and to authorize recruitment and hire as soon as possible..

Staff Summary:

On Oct 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with exception of certain Public Safety, Courts and grant funded positions be filled without specific Board approval. The Health and Human Services Dept is asking the Board to approve recruitment and hiring of a recently vacated Environmental Health position which is essential for protecting the public's health.

Carson City Health and Human Services is the Local Health Authority for Carson City-County. This Local Health Authority emerged from the Carson City Environmental Health Department in 2003. Environmental Health performs critical services for the City and County, and must have all currently existing positions filled to adequately accomplish these functions. This position is essential to help protect the public from disease and injury due to environmental factors, to perform communicable disease outbreak investigations and to perform regulatory functions such as permitting and sanitary inspections of food, detention and child care facilities.

The Carson City Health and Human Services Environmental Health Division (CCEH), is charged with the following:

- Investigate health problems and hazards
- Inform, educate and empower people about health issues
- Mobilize community partnerships to identify and solve health problems
- Develop policies and plans that support individual community health efforts
- Enforce laws and regulations that protect health
- Assure a competent workforce
- Evaluate effectiveness

CCEH currently provides essential services, of routine and compliant visits for sanitary conditions to numerous public and private businesses within Carson City.

- Food Service Operations
- Hotel and Motels
- Public Bathing Operations
- Mobile Home and RV parks
- Child Care Operations
- Public and Private Schools

- Jail and Detention Centers
- Invasive Body Decoration Operations

During the spring, summer and fall, CCEH provides vector control for Carson City. This consists of daily surveillance of mosquito prone areas, along with routine treatment, and citizen complaints.

CCEH also conducts construction inspections for new commercial operations that CCEH permits, along with private Individual Sewage Disposal Systems and Drinking Water Wells.

CCEH provides Food Safety Education classes to our Food Service Operations, through onsite classes, along with a self study guide and test. These Educational opportunities provide good opportunity to interact with the private sector that we regulate.

CCEH also participates in other City process, like business license approvals, plan reviews and building and planning meetings.

CCEH also responds to Environmental complaints and they work with Code Enforcement on nuisance complaints.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve a vacant Environmental Health Specialist position for recruitment and hire as soon as possible..

Explanation for Recommended Board Action:

The approval of this open position will allow Carson City to recruit and hire for this essential public health position and prevent significant impact to current workload and service to our community.

Not approving this position will cause significant impact to current operations and the community. For instance, response times for internal and external partners will be delayed, which may generate complaints. Diseases and outbreaks such as those caused by food may also increase due to lack of foodhandler education and facility inspections. Our response time for outbreak prevention and control will also increase. During the summer, mosquito abatement may have to be reduced to complaint investigations only, and there will be no active surveillance, which will generate complaints. This may also result in unnecessary cases of vector-borne disease such as West Nile Virus infection, due to inadequate mosquito abatement.

Applicable Statue, Code, Policy, Rule or Regulation:

NRS 439.350
CCMC 9.01.100

Fiscal Impact: ~~None. Position already exists.~~ Current Salary: \$34,932
New Hire Salary: \$34,132

Explanation of Impact: N/A

Funding Source: General Fund

Alternatives: Significant decrease in essential public health services.

Supporting Material:

Prepared By: Dustin Boothe

Reviewed By:	<u>[Signature]</u>	Date:	<u>1-8-08</u>
	(Department Head)		
	<u>[Signature]</u>	Date:	<u>1-8-08</u>
	(City Manager)		
	<u>[Signature]</u>	Date:	<u>1-8-08</u>
	(District Attorney)		
	<u>[Signature]</u>	Date:	<u>1/8/08</u>
	(Finance Director)		

Board Action Taken:

Motion: _____

1) _____	Aye/Nay
2) _____	_____

(Vote Recorded By)

Carson City Health and Human Services
Environmental Health Specialist I

SALARY:

ENVIRONMENTAL HEALTH SPECIALIST I- Approximately \$34,144 per year to start with merit increases to \$48,254 with paid retirement or \$37,817 to start with merit increases to \$53,436 with employee paid retirement. There is no Social Security, other than 1.45% for Medicare and no State income tax. The City also offers a competitive health care program paid 100% for employee.

THE JOB: Carson City's Environmental Health Specialists are part of a challenging and dynamic field focused on the preservation and improvement of environmental factors affecting the health and safety of our community. The selected candidate will perform routine tasks and duties related to the enforcement of public health laws and enforcement of sanitation practices. The ideal candidate must be comfortable working with the public and communicating clearly and concisely, both orally and in writing. This position requires the candidate to lift a minimum of fifty (50) pounds and the ability to safely ride an all terrain vehicle.

EXAMPLES OF DUTIES:

- Conduct field inspections of permitted establishments which include: public swimming pools, city institutions, schools, day cares, recreation facilities, retail and temporary food establishments, public accommodations, mobile home parks and construction inspections for new permitted establishments and residential wells and septic.
- Review commercial and residential building plans, land development proposals and building permits.
- Investigate a variety of complaints involving food borne illness, garbage, and public health hazards.
- Collect water samples for chemical and bacteriological analysis.
- Prepare reports of investigations and inspections; participate in Department study projects as required.
- Issue warning notices or citations to violators of health regulations and ordinances.
- Locate active mosquito sources, identify species and population density; determine best method of control.
- Coordinate mosquito abatement control measures; select, mix and apply restricted use pesticides; operate, calibrate and maintain various types of spray equipment.
- Perform related duties and responsibilities as required.

PHYSICAL DEMANDS: In addition to the minimum requirements the following are required: Duties require sufficient mobility to work in a typical office/field setting and use of standard office equipment including a computer, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Field work will require lifting a minimum of fifty (50) pounds and the ability to safely ride an all terrain vehicle. This position will also be required to work in the heat of the day. We may make some accommodation for some of these physical demands for the other wise qualified individuals who require and request such accommodations.

MINIMUM QUALIFICATIONS: Understanding of principles of organic chemistry, physics, biology, microbiology, or a related field and calculus or college algebra. Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to qualify: Graduation from High School or equivalent and a Bachelor's degree from an accredited college or university with at least 30 semester or 45 quarter hours of general and organic chemistry, physics, biology, microbiology, or a related field and calculus or college algebra. The candidate must possess and maintain a valid State Driver's license.

ENVIRONMENTAL HEALTH SPECIALIST I - This level candidate must have the ability to become registered as an Environmental Health Specialist within one year, through the State of Nevada or the National Environmental Health Association. Continued employment is contingent upon acquiring and maintaining this certification.

LICENSE OR CERTIFICATIONS: Must be able to obtain a current Nevada Drivers License. Must be

registered, or have the ability to become registered, as an Environmental Health Specialist through the State of Nevada or the National Environmental Health Association. Must be able to obtain a certified Pesticide Applicator License.

ABOUT THE EXAM: The examination shall consist of an oral /hiring interview of the top qualified applicants. In order that proper evaluation can be made, the application should be as complete and detailed as possible to demonstrate that you possess the necessary knowledge, skill and abilities for this position.

SPECIAL CONDITIONS:

CANDIDATES WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION. FAILURE TO PASS BACKGROUND WILL RESULT IN REMOVAL FROM THE POSITION. Employees must be willing to work overtime, shift work, weekends, flexible hours and holidays. Employees may be required to be on-call, may work under hazardous working conditions and in inclement weather. Employees in this position will have a one year probationary period.