



# CONTRA COSTA COUNTY

## HEALTH SERVICES DEPARTMENT

Personnel Services • 1320 Arnold Drive • Martinez, CA 94553-6537  
(925) 957 - 5240 • TTY or TDD (800) 735 - 2929  
24-hour Job Hotline (925) 335 - 1700  
[www.cchealth.org/jobs](http://www.cchealth.org/jobs)

**CLOSING DATE: August 16, 2019**

### ENVIRONMENTAL HEALTH SPECIALIST TRAINEE

Monthly Salary Range: \$5,133 - \$6,240  
Bargaining Unit: Local 856 – Health Services Unit

#### THE POSITION

The Health Services Department is accepting applications to fill one (1) Environmental Health Specialist Trainee position assigned to the Retail Food, Recreational Health, Land Use or Solid Waste Programs located in Concord, CA.

The Environmental Health Specialist Trainee's responsibilities include receiving instruction and training to perform routine inspections at such locations as food facilities, tattoo parlors, public swimming pools, schools, sewage disposal systems, well construction, small water systems, garbage facilities, and campsites. Incumbents may work variable shifts. This position works closely with experienced Environmental Health Specialists in accordance with the State Environmental Health Specialist Training Plan and reports to a Supervising Environmental Health Specialist. Employment in this class is limited to a maximum of 36 months and during that timeframe, the incumbent is expected to obtain a certificate of Registration as an Environmental Health Specialist.

#### The ideal candidate will have a proven track record demonstrating the following:

- Excellent written, comprehension and verbal communication skills
- Able to follow detailed oral and written instructions
- Effective decision making
- Excellent interpersonal and customer service skills when conducting field inspections and in-office

#### Characteristics of the ideal candidate:

- Good critical thinking skills
- Ability to receive constructive criticism and follow up with positive action
- Positive, strong and professional work ethic

Read the complete job description at <https://www.cccounty.us/hr>. The eligible list established from this recruitment may remain in effect for 12 months.

#### TENTATIVE EXAM DATES

**Tentative Written Exam:** September 18, 2019

**Tentative Oral Exam:** October 17, 2019

#### MINIMUM QUALIFICATIONS

**License Required:** Possession of a valid California Motor Vehicle Operator's License. Out of state valid Motor Vehicle Operator's License will be accepted throughout the application process.

**Education:** Possession of a Bachelor's degree from an accredited college or university with a major in an environmental health, a science curriculum or closely related field.

**Letter of Eligibility:** A letter certifying eligibility to become an Environmental Health Specialist Trainee provided by the California State Department of Public Health, Registered Environmental Health Specialist Program <https://www.cdph.ca.gov/Programs/CEH/DRSEM/Pages/EMB/REHS/REHS.aspx>. Please contact the California State Department of Public Health (CDPH) for more information to obtain the letter of eligibility.

**Applicants must attach the required Letter of Eligibility to their application that is listed on the Minimum Qualifications section. If this document has been obtained after the application submittal, please email it to [Lauren.Jimenez@cchealth.org](mailto:Lauren.Jimenez@cchealth.org) no later than Friday, September 6, 2019 by 5pm PST.**

#### SELECTION PROCESS

1. **Application Filing:** All applicants must apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the information as indicated on the job announcement by the final filing date.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Written Examination:** A written test, consisting of multiple-choice questions, will be administered to all accepted applicants. Test items may consist of the following dimensions: Filing and checking, understanding oral information, understanding written information and vocabulary, numerical skills, and public and interpersonal relations. (Weighted 30%)
4. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas. (Weighted 70%)
5. Candidates must receive a score of at least 70, which may be an adjusted score, in order to be ranked on the eligible list.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**DATE OPENED: July 08, 2019 LJ**

**Exam Number: VLKA-2019A**

**THE COUNTY OF CONTRA COSTA IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY AT ALL LEVELS OF THE ORGANIZATION**

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.