

Environmental Health Occupational Career Plan Effective 9/1/2014

An Environmental Health Occupational Career Plan was created in September 2003, in order to provide a clearly marked career path for environmental health employees. A review of the Plan was conducted due to regulatory changes effective July 1, 2009, requiring that Environmental Health employees performing soils evaluation work be licensed by the Department of Professional and Occupational Regulation (DPOR). The review assessed the requirements and the functionality of the existing career plan and also incorporated a credentials survey of all active Environmental Health employees. Based on the results of the review, the career plan was updated to reflect the changes that are in compliance with VDH and State Policies and Virginia Code of Virginia and the Virginia Administrative Code. Any exception to the career plan must be reviewed by the Office of Human Resources (OHR) and approved by the appropriate Deputy Commissioner.

Authorities:

- Onsite Sewage System Program: Code of Virginia [§32.1-163](#) and [§32.1-164](#), Virginia Administrative Code [18VAC160-20-74](#)
- Food Inspection Program: Code of Virginia [§35.1-14](#), Virginia Administrative Code [12VAC5-421-3815](#)
- Grade "A" Milk Program: Code of Virginia [§3.2-5208](#)
- Shellfish Sanitation Program: Code of Virginia [§28.2-801](#)

In addition to the career progression, incentive options for desired credentials were reviewed. The plan authorizes in-band bonuses for staff in the environmental health occupation who at a minimum had a Performance Rating of Contributor with no active Written Notices and/or Notices of Improvement Needed/Substandard Performance in the previous performance review cycle and who submit evidence of having attained the following:

- NEHA Registered Environmental Health Specialist/Registered Sanitarian (REHS/RS)
 - \$1,500 in-band bonus at time of initial receipt of the credential
 - \$1,000 in-band bonus at time of credential renewal
- NEHA Certified Professional of Food Safety (CP-FS)
 - \$1,000 in-band bonus at time of initial receipt of credential
 - \$1,000 in-band bonus at time of credential renewal
- *Please note that Educational Leave may be used for the actual duration of the exam. Personal leave or schedule adjustments will need to be taken for any travel time during normal work hours.*
- *New hires and re-hires that have either of these credentials are not eligible for a bonus at time of hire; however they are eligible for the renewal bonuses.*
- *Submit HR5 In-Band Bonus for New Knowledge, Skills & Abilities.*

The revised career progression is as follows:

**Environmental Health Assistant (2A)
(Direct Service Associate II)**

Expertise Level: Entry level for EH *support* positions.

Duties: Performs work of routine difficulty in support of permitting activities, investigations & inspections conducted by EH Specialists (EHS) who exercise regulatory authority and provide technical guidance. Characteristic activities include: assists with inspections of swimming pools, water wells and other sources of water exposure, by collecting water samples; assists with investigations of animal complaints, monitors confined animals to observe condition, removes animal heads for rabies examination and packages for shipment or transports to lab; searches EH records for historical data on well or septic tank installations; conducts investigations and inspections of routine complaints, recording findings for EHS action.

Minimum KSA's: Graduation from high school or equivalent experience related to the duties preferred.

Career Progression: Competitive selection for Environmental Health Associate (3A).

Pay Practice Applied in Progression: Promotion

**Environmental Health Associate (3A)
(Direct Service Associate III)**

Expertise Level: Paraprofessional support.

Duties: As an EH paraprofessional, performs EH support work of moderate difficulty, requiring some independent judgment and knowledge of EH laws and regulations. Characteristic activities include: (1) Drafts schematic drawings for water well and septic system construction permits; takes field notes or uses EHS field notes and information from plat and application; develops schematic for the permit package using CAD software; completes permit package for EHS review and signature. (2) Performs on-site inspection of completed wells in uncomplicated situations; determines compliance of well location with permitted area and compliance with well construction techniques, reporting results to EHS. (3) Performs routine swimming pool inspections. (4) Performs routine investigations of animal bites, monitors confined animals to

observe condition, removes animal heads for rabies examination and packages for transport. (5) Performs other routine EH inspections of low technical complexity as required by local ordinances.

Positions are advertised as intern situations with potential for movement to EH Specialist 4A upon satisfactory completion of training and excellent performance.

Minimum KSA's: Graduation from high school and experience in environmental health support preferred.

Career Progression: Competitive selection for Environmental Health Specialist (4A).

Pay Practice Applied in Progression: Promotion to a higher pay band (10%)

<p>Environmental Health Specialist (4A) (Environmental Specialist I)</p>
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Expertise Level: Entry/trainee professional. Filled through competitive procedures.

Duties: EH Specialists receive formal and on-the-job training for 12 to 18 months. Career progression is to the Environmental Health Specialist Senior. Positions can be advertised as EH Specialists or EH Specialist Senior (4B) and transacted appropriate to the selected candidate's qualifications (i.e., there may be EH Specialist Seniors from other districts competing for vacancies).

Minimum KSA's: Graduation from college with a degree related to the duties of the position preferred or equivalent experience in environmental health, such as experience gained as an Environmental Health Associate. Must be able to complete training in the VDH Soils program, VDH Food program or VDH Shellfish program and be able to obtain credentials in one of the following within 18 months:

- VDH Standardized in Food
- DPOR Conventional Onsite Soil Evaluator (COSE)
- DPOR Alternative Onsite Soil Evaluator (AOSE)
- National Shellfish Sanitation Program (NSSP) State Standardized Inspector

Career Progression: Non-competitive progression to Environmental Health Specialist Senior (4B) when employee successfully completes training and obtains credentials. Failure to obtain credentials within 18 months will result in issuance of a written notification for Inability to meet working conditions (Standards of Conduct, H.1) and termination from the agency except in exceptional situations based on mitigating circumstances.

Pay Practice Applied in Progression:

- In-band adjustment for change in duties (4%).

**Environmental Health Specialist Senior (4B)
(Environmental Specialist I)**

Expertise Level: Journey level. Filled through competitive procedures except for employees progressing from level 4A who have completed the full schedule of training and obtained credentials.

Duties: EH Specialists Senior independently perform the full range of inspections, evaluations and permitting activities at the full performance journey level. Employees at this level may perform in one or multiple environmental health program areas.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or related experience preferred. Training includes completion of the VDH Soils program, VDH Food program or VDH Shellfish program, whichever is applicable. Must have and maintain credentials in one of the following:

- VDH Standardized in Food
- DPOR Conventional Onsite Soil Evaluator (COSE)
- DPOR Alternative Onsite Soil Evaluator (AOSE)
- National Shellfish Sanitation Program (NSSP) State Standardized Inspector

Maintenance of Credentials: Employees who fail to maintain the required credentials will be issued a Notice of Improvement Needed/ Substandard Performance and will have up to 90 days to successfully complete an approved developmental plan and regain the required credentials. Failure to successfully complete the developmental plan and regain the required credentials will result in the issuance of a written notification for Inability to meet working conditions (Standards of Conduct, H.1) and termination from the agency except in exceptional situations based on mitigating circumstances.

Career Progression: Employees at this level have a career progression opportunity between two tracks: supervisory/managerial or non-supervisory technical/expert. Competitive selection to Environmental Health Technical Specialist (4C); competitive selection for Environmental Health Specialist Supervisor (5A).

Pay Practice Applied in Progression:

- Movement to Technical Specialist 4C: Selection from a competitive recruitment resulting in a voluntary transfer (competitive). If the successful applicant is minimally qualified their position will be allocated at the 4C level. If the successful applicant is not minimally qualified the position will be allocated as a EH Specialist Sr. 4B, and the position will be allocated to the 4C level upon successful completion of required training and credentials by the applicant, within a period of 12 months but not to exceed 18 months.
- Movement to EH Supervisor 5A: Selection from competitive recruitment to the general public or state employees only. VDH EH Specialist Senior employees who are selected would receive a promotion.

**Environmental Health Technical Specialist (4C)
(Environmental Specialist I)**

Expertise Level: District technical expert. Positions filled by agency only competitive selection procedures.

Duties: Positions serve as environmental health technical experts for the district in a specific environmental program and will typically have district-wide scope. Positions may also lead other EH Specialists and have formal input into their performance evaluations.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or experience related to the area of environmental health specialization. Must have completed training and maintain one of the following certifications:

- VDH Certified Milk Sanitation Officer
- VDH Certified Food Safety Standardization Officer
- VDH Certified Onsite Sewage System Technical Specialist
- National Shellfish Sanitation Program (NSSP) State Standardization Officer

Maintenance of Credentials: Employees who fail to maintain the required credentials will be issued a Notice of Improvement Needed/ Substandard Performance and will have up to 90 days to successfully complete an approved developmental plan and regain the required credentials. Failure to complete the developmental plan and regain the required credentials will result in reassignment to Environmental Health Specialist Senior (4B) with lower level duties and a salary reduction of at least 5%. (Standards of Conduct, H.1) This action may involve termination for those employees whose conduct and/or job performance is unsatisfactory as reflected by previous active SOC Written Notices and/or active Notices of Improvement Needed/Substandard Performance. Non-competitive voluntary transfers to EH Specialists or EH Specialists Senior will not be allowed.

Career Progression: This level represents the first track in a dual career track system for employees opting to progress as non-supervisory technical experts. Career progression is typically to the EH Consultant (5A) to pursue the technical track or EH Supervisor (5A) to pursue the supervisory/managerial track.

- Progression to consultant positions at level 5A and above may require the certifications defined for positions at level 4C.
- For progression to supervisory positions at level 5A and above, the certifications defined for positions at level 4C are preferred.

Pay Practice Applied in Progression: Promotion to a higher pay band. (Note: Competitive procedures are used exclusively for all transactions to higher levels.)

<p>Environmental Health Specialist Supervisor (5A) (Environmental Specialist II)</p>

Expertise Level: – District supervisory level.

Duties: This is the first supervisory level in a dual career track system for employees opting to progress through the supervisory/managerial tracks. Positions provide direct supervision to EH staff.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or experience in environmental health. Knowledge of the technical aspects of the relevant program and ability to provide effective supervision and leadership. Certifications of the 4B level are required if performing inspections or evaluations of that level. The level 4C certifications are preferred but required if performing 4C duties.

Career Progression: Progression is typically to the Environmental Health Manager (5B), EH Manager Senior (5C) or EH Consultant (5A).

Pay Practice Applied in Progression:

- Voluntary transfer for employees moving to the EH Consultant level
- Promotion for employees competing for positions in the EH Manager levels.

Environmental Health Manager (5B) (Environmental Manager I)

Expertise Level: District managerial

Duties: Manages the environmental health program in a health district. Responsibilities include management of the district program, staff and resources. Typically, serves as a member of the district management team.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or supervisory/technical experience in environmental health. Knowledge of the technical aspects of the relevant program and ability to provide effective supervision and leadership. Certifications of the 4B level are required if performing inspections or evaluations of that level. The level 4C certifications are preferred but required if performing 4C duties.

Career Progression: EH Manager Senior (5C).

Pay Practice Applied:

- In-band adjustment for change in duties to EH Manager Senior
- Voluntary transfer (competitive) for employees competing for EH Manager Senior positions in other districts

Environmental Health Manager Senior (5C) (Environmental Manager I)

Expertise Level: District managerial

Duties: Manages the environmental health program in a health district. Responsibilities include management of the district program, staff and resources. Develops and monitors program budget, long-range plans and partnerships/liaisons with other public and private sector groups. Typically serves as a member of the district management team.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or supervisory/technical experience in environmental health. Knowledge of the technical aspects

of the relevant program and ability to provide effective supervision and leadership. Certifications of the 4B level are required if performing inspections or evaluations of that level. The level 4C certifications are preferred but required if performing 4C duties.

Career Progression: EH Assistant Director (6A) or EH Coordinator (5C).

Pay Practice Applied in Progression:

- Promotion for employees competing for EH Assistant Director positions
- Voluntary transfer to the EH Coordinator level in the technical track.

**Environmental Health Specialist Consultant (5A)
(Environmental Specialist II)**

Expertise Level: Assistant technical expert in a specialized statewide environmental health program.

Duties: Assists EH Coordinators in providing expert technical consultation to regulated businesses and agency field EH staff in the milk, drinking water, marina or shellfish sanitation programs.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or supervisory/technical experience in environmental health. Ability to provide effective technical consultation to the public and agency EH staff. Certifications as defined for level 4C may be required depending on position.

Career Progression: EH Coordinator (5C), EH Manager (5B), EH Manager Senior (5C) or EH Assistant Director (6A).

Pay Practices Applied:

- Voluntary transfer (competitive) to the EH Coordinator (5C)
- Voluntary transfer (competitive) to Environmental Health Manager (5B)
- Voluntary transfer (competitive) to Environmental Health Manager Senior (5C)
- Promotion to Environmental Health Assistant Director (6A)

**Environmental Health Coordinator (5C)
(Environmental Specialist II)**

Expertise Level: Lead technical expert in a specialized statewide environmental health program or regional consultant in multiple programs.

Duties: Provides expert technical consultation to regulated businesses and agency field EH staff in the marina, soils, shellfish, indemnification, childhood lead poisoning prevention and first level appeals programs. Some positions provide consultation and liaison assistance to field units in designated regions.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or supervisory/technical experience in environmental health. Ability to provide effective technical consultation to the public and agency EH staff. Certifications as defined for level 4C may be required depending on position.

Career Progression: Environmental Health Assistant Director (6A).

Pay Practice Applied: Promotion

**Environmental Health Assistant Director (6B)
(Environmental Manager II)**

Expertise Level: Statewide technical expert and manager of a major environmental health program.

Duties: Manages one of three major statewide environmental health programs (Food and General Environmental, Onsite Sewage and Water Services or Shellfish Sanitation)

Minimum KSA's: Graduation from college with a degree related to the duties of the position or supervisory/technical experience in environmental health. Ability to provide effective technical consultation to the public and agency EH staff. Knowledge of the technical aspects of the relevant program and ability to provide effective supervision and leadership. As defined above, the level 4C certifications are preferred.

Career Progression: Environmental Health Director (7A)

Pay Practice Applied: Promotion.

**Environmental Health Director (7A)
(Environmental Manager III)**

Expertise Level: Director

Duties: Directs all environmental health services for the agency.

Minimum KSA's: Graduation from college with a degree related to the duties of the position or supervisory/technical experience in environmental health. Demonstrated managerial abilities. As defined above, the level 4C certifications are preferred.