

Effective Date: April 19, 1992
Modified Date: March 12, 2000
Modified Effective: June 4, 2000

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ENVIRONMENTAL HEALTH SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to present and future professional supervisory positions which supervise professional science employees performing work that is designed to assess, preserve, and protect the health and safety of employees and the public. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses supervisory positions with responsibility for providing on-site environmental health, industrial hygiene and/or enforcement services and may also be involved in related research and teaching activities. Positions allocated to this classification must meet the definition of supervisor contained in s. 111.81(19), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of “supervisor” as defined in s. 111.81(19), Wis. Stats., as interpreted and administered by the Wisconsin Employment Relations Commission.
2. Positions which do not provide on-site environmental health, industrial hygiene and/or enforcement services for the majority of time (more than 50%).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions in this classification by competitive examination.

II. DEFINITION

ENVIRONMENTAL HEALTH SUPERVISOR

Positions included in this classification perform professional supervisory duties and are responsible for science professional employees and related staff. Primary responsibilities include identifying, recognizing, monitoring, and evaluating occupational or environmental health hazards, as well as the utilization of appropriate control methods to address the hazards that are present. Occupational health hazards include indoor air, air contaminants, radiation, lead, noise, chemical contaminants, and hazardous materials. Job duties include: effectively recommending the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees; supervising, coordinating, and reviewing the work of science professionals to assure conformance with established policy, procedures, and standards; planning and conducting training and orientation for science professionals and instructing/training them in the appropriate methods of investigation, monitoring, and reporting workplace hazards; directing the preparation of materials for presentation to the appropriate department, state, or local personnel for further follow-up or remedial action; analyzing industrial hygiene and/or environmental health programs and assisting in the development and implementation of improved industrial hygiene and/or environmental health compliance techniques and procedures; recommending needed changes to applicable laws, rules, regulations, policies, and procedures to higher level supervisors and program administrators; assisting with and overseeing the budget; participating in or responsibility for the performance of special project activities relating to the development of new regulations and/or the revisions of existing ones; maintaining liaison and working contacts with federal, state, and local environmental health and/or industrial hygiene-related agencies, other regulatory agencies, and other pertinent persons and/or organizations; coordinating joint investigations or related activities as required with other agencies or regulatory bodies; and conducting informational activities relative to the interpretation and application of the objectives and requirements of the environmental health and/or industrial hygiene program. General supervision is received from higher-level supervisors.

Representative Position:

Department of Health and Family Services, Bureau of Environmental Health, Health Hazard Evaluation Section: As Chief of the Health Hazard Evaluation Section, responsible for the administration of several statewide programs, such as childhood lead poisoning prevention, HUD lead-based paint abatement, health assessment of hazardous waste sites, indoor air quality, and general health hazard assessments. This position routinely interacts with other state and federal departments and agencies, local health departments, various associations, organizations, and the public; oversees the development and coordination of administrative, fiscal and programmatic policies including directing the development of program goals, objectives, and measurable outcomes; directs and assists with the development of administrative rules, workplans, and procedures to accomplish program objectives; directs the hiring and supervision of staff; directs the development, monitoring, and oversight of program grants and budgets; meets with agencies, organizations, and individuals to solicit partnerships and cooperation with program implementation and goal attainment; directs the development, monitoring, and oversight of contracts; oversees the performance and outcome of contractees and other providers of services to the state; and seeks out funding opportunities consistent with the goals of the Division of Public Health and directs the application process including partnerships with other departments and agencies. This position supervises a diverse staff which include Environmental Health Specialists, Public Health Educators, Epidemiologists, Hydrogeologists, Public

Health Nurses, Research Scientists Toxicologists and contractual employes from the University of Wisconsin.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was modified effective March 12, 2000 and announced in Bulletin DCLR/SC-109 as a result of Phase Two of broadbanding non-represented positions to describe positions which perform professional supervisory environmental health activities. These positions were originally created effective April 19, 1992. This classification specification was modified effective June 4, 2000 and announced in Bulletin CLR/SC-114 as a result of making a minor correction to assure the specification language and the Data Processing Unit Code matched. The term "management" has been removed from the specification as the position is correctly coded as confidential/supervisory.

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