

PLEASE PREPARE THREE COPIES FOR OFFICE OF PERSONNEL AND ONE FOR YOUR BUREAU

(See other side for instructions)

1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Sanitarian I (Junior Field)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Sanitarian I

Brief Statement of Most Important Duties

Serves as a field sanitarian for a basic organizational unit of an environmental health program with responsibilities for accomplishing a variety of professional tasks/activities/surveys/investigations of simple to average technical difficulty in conformance with established criteria and guidelines. Efforts are directed toward the surveillance of the environment to reduce injuries and disease and ensure the protection of public health.

Exercises some, but not complete, independent judgment in accomplishing tasks. Work is reviewed closely providing little opportunity for judgmental failure.

The officer has no supervisory responsibility.

Principal contacts are with person outside the immediate work environment, but within the assigned agency, with the general public, and with local government officials, including Tribal governments.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, carry out environmental health programs, gather information for reports, and/or present reports that require no more than an ordinary amount of explanation and tact and involve little or no controversy. Individuals contacted are usually working towards mutual goals and usually have cooperative attitudes.

Direction Received

Planning and organizing work and sequence of assignments are prescribed. Recurring assignments are sometimes accompanied by instructions; however, objectives, priorities, and deadlines are always given on new assignments. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes limited amount of independent judgments regarding minor modifications to environmental health program activities; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field with no experience required.

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	IV	V	TOTAL		

5. FUNCTION TITLE **Sanitarian II (Field)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE:

Sanitarian II

Brief Statement of Most Important Duties

Serves as a field sanitarian for a basic organizational unit of an environmental health program with responsibilities for accomplishing a variety of professional tasks/activities/surveys/investigations of average technical difficulty in conformance with established criteria and guidelines. Efforts are directed toward the surveillance of the environment to reduce injuries and disease and ensure the protection of public health.

Exercises independent judgment in accomplishing tasks. Judgment affects productivity, quality, and timeliness of providing services; judgmental failure may cause delay in achieving program goals.

May serve as a first line supervisor of up to two technical/clerical/or part-time employees. Directs environmental health surveillance activities; reviews and evaluates quality of work performance; exercises administrative control over subordinates; and carries out program policies.

Principal contacts are with person outside the immediate work environment, but within the assigned agency, with the general public, and with local government officials, including Tribal governments.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, carry out environmental health programs, gather information for reports, and/or present reports that require no more than an ordinary amount of explanation and tact and involve little or no controversy. Individuals contacted are usually working towards mutual goals and usually have cooperative attitudes.

Direction Received

Planning and organizing work and sequence of assignments are prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are usually given on new assignments. Incumbent selects own methods and solves most normal problems involving environmental health programs. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes independent judgments regarding minor modifications to environmental health program activities; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 2 years experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

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5. FUNCTION TITLE **Sanitarian III (Staff Sanitarian)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE:

Sanitarian III (Staff Sanitarian)

Brief Statement of Most Important Duties

Incumbent serves as an assistant to a manager an environmental health program with responsibilities for accomplishing a variety of professional environmental health program tasks/activities of average to above average technical and administrative difficulty (including activities for assessment, planning, development of direct environmental health services ) in conformance with established criteria and guidelines. Efforts are directed toward the maintenance of the total environment to reduce injuries and disease and ensure the protection of public health. Independently establishes criteria, formulates approaches, develops program documents, compiles statistical data and evaluates efforts. Judgmental failure can cause delay in service, affect outcome of complex or highly technical processes, may affect the work of others or the success of an experiment, project or administrative process, or could seriously affect public health.

Officer has no supervisory responsibility. However, officer may serve as the junior project manager for one or more specialty programs, research projects, contracts, grants, or procurements for a small target population; ensures timely accomplishment of project tasks/program objectives; provides instruction/consultation to contractor, or contractor designees; exercises limited administrative control over project members/program participants.

Principal contacts are with person outside the immediate work environment; with the general public, and/or with representatives of other Federal, State, tribal, and/or municipal governments, and with other agencies.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, gather information for reports, to carry out environmental health programs, present reports, or render a personal or administrative services of a moderately complex nature requiring a moderate amount of explanation and tact.

Direction Received

Planning and organizing work and sequence of assignments are usually prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are always given on new assignments. Incumbent selects own methods and solves most normal problems involving environmental health specialty programs. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes independent judgments regarding minor modifications to environmental health program activities; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 2 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

FUNCTIONAL TITLE: Sanitarian III (Non-Supervisory)

Incumbent serves as a sanitarian for a basic organizational unit of an environmental health program with responsibilities for accomplishing a variety of unusual or complex professional environmental health tasks/activities/surveys/investigations of above average technical and administrative difficulty (including activities for the assessment, planning, and development of direct environmental health services at the unit) without the benefit of close guidance. Efforts are directed toward the surveillance of the total environment to reduce injuries and disease and ensure the protection of public health.

Independently establishes criteria, formulates approaches, and evaluates efforts. Judgmental failure can cause delay in service, affect outcome of complex or highly technical processes, may affect the work of others or the success of an experiment, project or administrative process, or could seriously affect public health.

Directs environmental health surveillance activities, resources and/or personnel (less than three); plans, schedules, and assigns work; assures adequate training of staff; reviews and evaluates quality of work performance; exercises complete administrative control over subordinates; and carries out program policies. Officer may also serve as the junior project manager for one or more specialty programs, research projects, contracts, grants, or procurements for a small target population; ensures timely accomplishment of project tasks/program objectives; provides timely accomplishment of project tasks/program objectives; provides instruction/consultation to contractor, or contractor designees; exercises limited administrative control over project members/program participants.

Principal contacts are with persons outside the immediate work environment, but within the assigned agency; with the general public; with representatives of other Federal, State, tribal and/or municipal governments; and with other agencies.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, gather information for reports, to carry out environmental health programs, or render a personal or administrative service of a moderately complex nature requiring a moderate amount of explanation and tact.

Direction Received

Planning and organizing work and sequence of assignments are usually prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are given on new assignments. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Incumbent selects own methods and solves most normal problems involving environmental health programs. Makes independent judgments regarding minor modifications to environmental health program activities; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 5 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

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5. FUNCTION TITLE **Sanitarian III (Non-Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

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5. FUNCTION TITLE **Sanitarian III (Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Sanitarian III (Supervisory)

Incumbent serves as a sanitarian for a basic organizational unit of an environmental health program with responsibilities for accomplishing a variety of unusual or complex professional environmental health tasks/activities/surveys/investigations of above average technical and administrative difficulty (including activities for the assessment, planning, and development of direct environmental health services at the unit) without the benefit of close guidance. Efforts are directed toward the surveillance of the total environment to reduce injuries and disease and ensure the protection of public health.

Independently establishes criteria, formulates approaches, and evaluates efforts. Judgmental failure can cause delay in service, affect outcome of complex or highly technical processes, may affect the work of others or the success of an experiment, project or administrative process, or could seriously affect public health.

Serves as a first line supervisor of three to ten professional, paraprofessional personnel, and/or clerical employees. Directs environmental health program throughout the geographical area; assures adequate training of staff; plans, schedules, assigns and direct work; reviews and evaluates quality of work performance; exercises complete administrative control over subordinates; and carries out program policies.

Principal contacts are with persons outside the immediate work environment, but within the assigned agency; with the general public; with representatives of other Federal, State, tribal and/or municipal governments; and with other agencies.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, gather information for reports, to carry out environmental health programs, present reports, or render a personal or administrative service of a moderately complex nature requiring a moderate amount of explanation and tact.

Direction Received

Planning and organizing work and sequence of assignments are usually prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are given on new assignments. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Incumbent selects own methods and solves most normal problems involving environmental health programs. Makes independent judgments regarding minor modifications to environmental health program activities; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 5 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

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2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Sanitarian IV (Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Sanitarian IV

Brief Statement of Most Important Duties

Incumbent serves as the senior sanitarian professional for a geographical area covering several organizational units of an environmental health program with responsibilities for directing and managing a professional environmental health program involving tasks/activities/surveys/investigations of above average technical and administrative difficulty (including activities for the assessment, planning and development of direct environment health services in the geographical area). Efforts are directed toward the surveillance of the environment to reduce injuries and disease and ensure the protection of public health. Establishes guidelines and develops innovative approaches to solve problems. Evaluates program results and modifies approaches as necessary.

Exercises independent judgment in managing a comprehensive environmental health program. Proper judgment is required to prevent delays in service provision, and to avoid adverse impacts on the health of individuals and the population served. Judgmental failure may substantially reduce environmental health services to recipients and increase program costs because of reduced levels of disease/injury prevention. Failure to provide proper services could seriously affect the health status of major population segments.

Serves as a first line supervisor of three to ten professional, paraprofessional personnel, and/or clerical employees. Directs environmental health programs throughout the geographical area; reviews and evaluates quality of work performance; exercises complete administrative control over subordinates; and carries out program policies. In lieu of supervisory responsibility, officer may serve as the project manager for one or more specialty programs; research projects, contracts, grants, or procurements for an area or region; ensures timely accomplishment of project tasks/program objectives; suggests and writes procurements/research proposals/programs plans; provides instruction and direction to contractors, their designees, or junior exercises administrative control over contractors/junior project managers/program participants.

Principal contacts are with persons outside the immediate work environment, with the general public; with representatives of other Federal, State, tribal and/or municipal governments; and with other agencies.

The purpose of most contacts is to explain, interpret, and seek support for programs and plans; or render a personal or administrative service of a moderately complex nature requiring a moderate amount of explanation and tact.

Direction Received

Assignments are long-term in nature and only broadly defined. Incumbent plans and organizes own work, determines sequence of assignments, and selects and develops methods to direct and manage environmental health programs. Work is reviewed periodically for attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and regulations. Make independent judgments regarding modifications to environmental health programs.

Guidelines, which may contain inconsistencies, may be applicable to some, but not all parts of the assignment and may require modification and innovation in adapting them to specific cases. Incumbent analyzes results and recommends changes in guidelines and program policies.

## Minimum Qualifications

Bachelor of Science in environmental health or related field plus 7 years of experience in the performance of environmental health or related activities. Master's degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

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5. FUNCTION TITLE **Sanitarian V (Dep Ch Area/Reg Envir Hlt Prog)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Sanitarian V (Non-Supervisory)  
(Deputy Chief, Area/Region Environmental Health Program)

Brief Statement of Most Important Duties

Incumbent serves as the Deputy Chief Sanitarian/Manager for an Area/Region with responsibilities for directing and managing a professional environmental health program. Assists the Chief to assure planning, development, implementation, and evaluation of a comprehensive program directed toward the surveillance of the environment to reduce injuries and disease and ensure the protection of public health. Assists in establishing guidelines, developing priorities, and resolving critical problems to assure successful management of the Area/Regional program. As Deputy, serves as the program manager in the absence of the Chief.

Judgmental failure can cause serious impairment to the administration and professional delivery of environmental health services to the Area/Region.

Incumbent has no direct supervisory responsibility. However, as a Deputy, assists the Chief as the area/program manager for a comprehensive environmental health program, which includes supervisory responsibility for three to ten professional personnel. Determines priorities and goals for the Area/Region and directs work through organizational plans and schedules; initiates area organizational changes; delegates authority to subordinate personnel and holds them responsible for the performance of work.

Incumbent assists the Chief in his role as principal advisor to the Area Director or Regional Administrator in all matters concerning environmental health services; is responsible for reviewing subordinate environmental health programs to assure that the quality of services meets established PHS standards. Establishes and maintains contacts with persons in other Federal Departments (i.e., outside the agency to which assigned) or outside the Federal Government, such as local, state and national groups and organizations and governmental bodies, including tribal governments. Contacts are to explain, coordinate, interpret and seek support for policies, procedures, programs, plans or individual actions, often of a controversial and complex nature, in which a great deal of explanation and tact is required.

Direction Received

Incumbent assumes functions without professional assistance. Control over work is directed through the Chief, Sanitarian/Manager from the agency level on such matters as broad policy and coordination, long range planning and funds expenditure.

Incumbent assists the Chief with the development of comprehensive environmental health plans and with implementation of the area program; resolves conflicts; coordinates work with others; and interprets policy on own initiative. In the absence of the Chief, incumbent keeps the Area Director/Regional Administrator informed of environmental programs, potential controversy, or far-reaching implications.

Guidelines, which may contain inconsistencies, may be applicable to some, but not all parts of the assignment and may require modification and innovation in adapting them to specific cases. Incumbent analyzes results and recommends changes in guidelines and program policies. The Chief, Area/Regional Environmental Health program provides Professional guidance.

## Minimum Qualifications

Master's degree (e.g., MPH, MSPH, MS, or equivalent master's degree) in environmental health or related field plus 8 years of experience in the performance of environmental health or related activities.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

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5. FUNCTION TITLE **Sanitarian V (Sup Chief Area/Reg)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Sanitarian V (Supervisory)  
(Chief, Area/Region Environmental Health Program)

Brief Statement of Most Important Duties

Incumbent serves as the Chief Sanitarian/Manager for an Area/Region with responsibilities for directing and managing a professional environmental health program. Functions independently to assure planning, development, implementation, and evaluation of a comprehensive program directed toward the surveillance of the environment to promote improved health and reduce injuries and disease. Establishes guidelines, developing priorities, and resolves critical problems to assure successful management of the Area/Regional program.

Judgmental failure can cause serious impairment to the administration and professional delivery of environmental health services to the Area/Region.

Serves as the area/program manager for a comprehensive environmental health program with supervisory responsibility for three to ten professional personnel. Determines priorities and goals for the Area/Region and directs work through organizational plans and schedules; initiates area organizational changes; delegates authority to subordinate personnel and holds them responsible for the performance of work.

Principal advisor to the Area Director or Regional Administrator in all matters concerning environmental health services and is responsible for reviewing Area/Regional programs to assure that the quality of services meets established PHS standards. Establishes and maintains contacts with persons in other Federal Departments (i.e., outside the agency to which assigned) or outside the Federal Government, such as local, state and national groups and organizations and governmental bodies, including tribal governments. Contacts are to explain, coordinate, interpret and seek support for policies, procedures, programs, plans or individual actions, often of a controversial and complex nature, in which a great deal of explanation and tact is required.

Direction Received

Incumbent assumes functions without professional assistance. Control over work is directed from the agency level on such matters as broad policy and coordination, long range planning and funds expenditure.

Incumbent independently plans and implements the area programs; resolves conflicts; coordinates work with others; and interpret policy on own initiative. Incumbent keeps the Area Director or Regional Administrator informed of environmental programs, potential controversy, or far-reaching implications.

Guidelines, which may contain inconsistencies, may be applicable to some, but not all parts of the assignment and may require modification and innovation in adapting them to specific cases. Incumbent analyzes results and recommends changes in guidelines and program policies. The Chief, Area/Regional Environmental Health program provides Professional guidance.

## Minimum Qualifications

Master's degree (e.g., MPH, MSPH, MS, or equivalent master's degree) in environmental health or related field plus 10 years of experience in the performance of environmental health or related activities.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

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5. FUNCTION TITLE **Sanitarian VI (Ch Envir Hlth Prog Nat)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. (Check one) Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Sanitarian VI (Chief, Environmental Health Program,) National in Scope)

Brief Statement of Most Important Duties

Accomplishes the establishment of national environmental health program goals and objectives and development and evaluation of an overall environmental health program plan. Functions independently to assure planning, development, implementation, and evaluation of environmental health program, health promotion/disease prevention, and/or injury prevention programs. Equitably distributes program resources based on policies, and identifies alternate resources for use by the program. Resolves critical problems. Results may influence the development of major aspects of related administrative programs. Judgmental failure can cause serious impairment to the administration and professional delivery of environmental health services on a national scale.

Provides environmental health services of a scope, quality and quantity consistent with Agency policies.

Provides first line supervision of three to ten staff, including at least three professionals by planning, evaluating, and directing work, assuring adequate training of employees and exercising complete administrative control of subordinates in carrying out program policies.

Principle advisor to the program administrator in all matters concerning environmental health. Serves as the primary consultant to, and reviewer of the Area/Regional Environmental Health Branch Chief, and is responsible for reviewing Area/Regional programs to assure that the quality of services meets established standards. Primary contacts are with persons in other Federal Department (i.e., outside the agency to which assigned) outside the Federal Government, such as local, state and national groups; and Congressional committees. The primary purpose of contacts is to explain, coordinate, interpret and seek support for policies, procedures, programs, plans or individual actions, often of a controversial and complex nature, in which a great deal of explanation and tact is required.

Direction Received

Incumbent assumes functions without professional assistance, ascertained to be within the jurisdiction of the assignment. Control over work, usually from Bureau or Agency level, is limited on such matters as broad policy and coordination, long range planning and funds expenditure. Written reports and/or programs are reviewed for effectiveness and conformity with policy.

The incumbent is responsible for independently planning and carrying out assignments; resolving most of the conflicts which arises; coordinating work with others; and interprets policy on own initiative. The incumbent keeps the supervisor informed of progress, potential controversy, or far-reaching implications.

Minimum Qualifications

Master's degree (e.g., MPH, MSPH, MS, or equivalent master's degree) in environmental health or related field plus 12years of experience in the performance of environmental health or related activities.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

PLEASE PREPARE THREE COPIES FOR OFFICE OF PERSONNEL AND ONE FOR YOUR BUREAU

(See other side for instructions)

3. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec I (Training)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE:

Environmental Health Specialist I

Brief Statement of Most Important Duties

Serves as a journeyman environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) for an environmental health/public health program. Incumbent has responsibilities for accomplishing a variety of professional tasks/activities/surveys/investigations of simple to average technical difficulty in conformance with established criteria and guidelines. Efforts are directed toward the surveillance of the environment to ensure the protection of public health.

Exercises some, but not complete independent judgment in accomplishing specialty tasks. Work is reviewed closely providing little opportunity for judgmental failure.

The officer has no supervisory responsibility.

Principal contacts are with person outside the immediate work environment, but within the assigned agency, with the general public, and/or with researchers within the Department who are equivalent to the instructor or assistant professor faculty rank.

The purpose of most contacts is to obtain and provide information, render a service, gather information for reports, and/or present reports that require no more than an ordinary amount of explanation and tact and involve little or no controversy.

Direction Received

Planning and organizing work and sequence of assignments are prescribed. Recurring assignments are sometimes accompanied by instructions; but objectives, priorities, and deadlines are always given on new assignments. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes limited amount of independent judgments regarding minor modifications to program activities related to the specialty; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field with no experience required.

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1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec II**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE:

Environmental Health Specialist II

Brief Statement of Most Important Duties

Serves as a full journeyman environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) for an environmental health/public health program. Incumbent has responsibilities for accomplishing a variety of professional tasks/activities/surveys/investigations of to average technical difficulty in conformance with established criteria and guidelines. Efforts are directed toward the surveillance of the environment to ensure the protection of public health.

Exercises independent judgment in accomplishing specialty tasks. Judgment affects productivity, quality and timeliness of providing services; judgmental failure may cause delay in achieving program goals.

The officer has no supervisory responsibility.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as the general public, state or local governmental officials, and/or with senior researchers who are equivalent to the associate professor or full professor faculty rank.

The purpose of most contacts is to obtain and provide information, render a service, gather information for reports, and/or present reports that require no more than an ordinary amount of explanation and tact and involve little or no controversy.

Direction Received

Planning and organizing work and sequence of assignments are prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are usually given on new assignments. Incumbent selects own methods and solves most normal problems involving specialty programs. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes independent judgments regarding minor modifications to program activities related to the specialty; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 2 years experience in the performance of environmental health or related activities. . Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

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ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec III (Non-Supv)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent    Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist III  
(Non-Supervisory)

### Brief Statement of Most Important Duties

Serves as an environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) of an environmental health/public health program with responsibilities for accomplishing a variety of unusual or complex professional tasks/activities/surveys/investigations without the benefit of close guidance. Efforts are directed toward the surveillance of the environment to ensure the protection of public health.

Independently establishes criteria, formulates approaches, and evaluates efforts. Judgment failure can cause delay in service, affect outcome of complex or highly technical processes, may affect the work of others or the success of an experiment, project or administrative process, or could seriously affect public health.

The officer has no supervisory responsibility. However, officer may serve as the junior project manager for one or more specialty programs, research projects, contracts, grants, or procurements for a small target population; ensures timely accomplishment of project tasks/program objectives; provides instruction/consultation to contractor, or contractor designees; exercises limited administrative control over project members/program participants.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as state or local government; with the general public, and/or with researchers within or outside the Department who are equivalent to the associate professor or full professor faculty rank.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, gather information for reports, to carry out environmental health specialty programs, present reports, or render a personal or administrative services of a moderately complex nature requiring a moderate amount of explanation and tact.

### Direction Received

Planning and organizing work and sequence of assignments are usually prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are always given on new assignments. Incumbent selects own methods and solves most normal problems involving environmental health specialty programs. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes independent judgments regarding minor modifications to environmental health program activities related to the specialty; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

### Minimum Qualifications

Bachelor of Science degree in environmental health or related field with 5 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

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1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

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2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec III (Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist III  
(Supervisory)

Brief Statement of Most Important Duties

Serves as an environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) of an environmental health/public health program with responsibilities for accomplishing a variety of unusual or complex professional tasks/activities/surveys/investigations without the benefit of close guidance. Efforts are directed toward the surveillance of the environment to ensure the protection of public health.

Independently establishes criteria, formulates approaches, and evaluates efforts. Judgment failure can cause delay in service, affect outcome of complex or highly technical processes, may affect the work of others or the success of an experiment, project or administrative process, or could seriously affect public health.

Directs environmental health surveillance activities, resources and/or personnel within the specialty; plans, schedules, and assigns work; assures adequate training of staff; reviews and evaluates quality of work performance; exercises complete administrative control over subordinates; and carries out program policies. Serves as first line supervisor of three to ten professional, paraprofessional, and/or clerical employees. Officer may also serve as the junior project manager for one or more specialty programs, research projects, contracts, grants, or procurements for a small target population; ensures timely accomplishment of project tasks/program objectives; provides timely accomplishment of project tasks/program objectives; provides instruction/consultation to contractor, or contractor designees; exercises limited administrative control over project members/program participants.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as state or local government; with the general public, and/or with researchers within or outside the Department who are equivalent to the associate professor or full professor faculty rank.

The purpose of most contacts is to seek technical and non-technical guidance, conduct surveillance of facilities, gather information for reports, to carry out environmental health specialty programs, present reports, or render a personal or administrative services of a moderately complex nature requiring a moderate amount of explanation and tact.

Direction Received

Planning and organizing work and sequence of assignments are usually prescribed. Recurring assignments are not accompanied by instructions; however, objectives, priorities, and deadlines are always given on new assignments. Incumbent selects own methods and solves most normal problems involving environmental health specialty programs. Work is reviewed periodically for professional judgment, soundness of public health recommendations, accuracy, timeliness, and attainment of objectives. Incumbent plans and carries out routine programs in accordance with written guidelines, procedures, standards and/or regulations. Makes independent judgments regarding minor modifications to environmental health program activities related to the specialty; determinations regarding major modifications or deviation from established procedures are referred to technical supervisors for assistance and directions.

## Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 5 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

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(See other side for instructions)

1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec IV (Non-Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. Minimum qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist IV  
(Non-Supervisory)

Brief Statement of Most Important Duties

Serves as an environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) for an environmental health/public health program. Incumbent has responsibilities for accomplishing a variety of professional tasks/activities/administrative services/investigations or research program of a technically difficult nature in conformance with established criteria and guidelines.

Responsible for a complete project or provision of a complete professional or administrative service for an institution or agency-wide program. Functions independently to assure planning, development, implementation, and evaluation of entire project or provision of complete services. Isolates and defines unknown conditions, develops new theories, and resolves critical problems. Results may influence the development of major aspects of related administrative or scientific programs. Efforts are directed toward the surveillance of the environment to ensure protection of the public health. Exercises independent judgment. Failure affects productivity, quality, and timeliness of services and could affect public health.

The officer has no supervisory responsibility. However, officer may serve as the project manager for one or more specialty programs; research projects, contracts, grants, or procurements for an area or region; ensures timely accomplishment of tasks/program objectives; provides instruction and direction to contractor, their designees; or junior project managers regarding program policies/objectives and/or project tasks; exercises administrative control over contracts/junior project managers/program participants.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as state or local government officials and/or with senior researchers who are equivalent to the associate professor or full professor faculty rank.

The purpose of most contacts is primarily to collaborate, supply advice; explain, interpret, and seek support for methods, policies, and programs; or render a personal or administrative services of a moderately complex nature requiring a moderate amount of explanation and tact.

Direction Received

Assignments are long-term in nature and only broadly defined. The incumbent plans and carries out the successive steps and handles problems and deviations in work assignment in accordance with agency guidance. Completed work is usually evaluated for technical soundness, appropriateness, and conformity with program goals. Work is reviewed for professional judgment and attainment of objectives. Guidelines may be applicable to some, but not all parts of assignment and may contain some inconsistencies. Selection and adaptation from available possibilities involving a moderate amount of modifications and innovation is required.

The incumbent analyzes results and recommends changes in guidelines and program policies.

## Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 7 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

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1. NIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec IV (Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. Minimum qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist IV  
(Supervisory)

### Brief Statement of Most Important Duties

Serves as an environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) for an environmental health/public health program. Incumbent has responsibilities for accomplishing a variety of professional tasks/activities/administrative services/investigations or research program of a technically difficult nature in conformance with established criteria and guidelines.

Responsible for a complete project or provision of a complete professional or administrative service for an institution or agency-wide program. Functions independently to assure planning, development, implementation, and evaluation of entire project or provision of complete services. Isolates and defines unknown conditions, develops new theories, and resolves critical problems. Results may influence the development of major aspects of related administrative or scientific programs. Efforts are directed toward the surveillance of the environment to ensure protection of the public health. Exercises independent judgment. Failure affects productivity, quality, and timeliness of services and could affect public health.

Serves as a first time supervisor of three or ten professional, paraprofessional and/or clerical staff. Plans, schedules, assigns, and directs environmental health surveillance activities within the specialty; assures adequate training of staff; reviews and evaluates quality of work performance; exercises complete administrative control over subordinates; and carries out program policies. Officer may also serve as the project manager for one or more specialty programs; research projects, contracts, grants, or procurements for an area or region; ensures timely accomplishment of project tasks/program objectives; suggests and writes procurement/research proposals/program plans; provides instruction and direction to contractor, their designees; or junior project managers regarding program policies/objectives and/or project tasks; exercises administrative control over contracts/junior project managers/program participants.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as state or local government officials and/or with senior researchers who are equivalent to the associate professor or full professor faculty rank.

The purpose of most contacts is primarily to collaborate, supply advice; explain, interpret, and seek support for methods, policies, and programs; or render a personal or administrative services of a moderately complex nature requiring a moderate amount of explanation and tact.

### Direction Received

Assignments are long-term in nature and only broadly defined. The incumbent plans and carries out the successive steps and handles problems and deviations in work assignment in accordance with agency guidance. Completed work is usually evaluated for technical soundness, appropriateness, and conformity with program goals. Work is reviewed for professional judgment and attainment of objectives. Guidelines may be applicable to some, but not all parts of assignment and may contain some inconsistencies. Selection and adaptation from available possibilities involving a moderate amount of modifications and innovation is required.

The incumbent analyzes results and recommends changes in guidelines and program policies.

## Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 7 years of experience in the performance of environmental health or related activities. Masters degree (e.g., MPH, MSPH, MS, or equivalent master's degree in appropriate, related field) is preferred and may be substituted for equivalent experience.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

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1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

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2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec V (Non-Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. Minimum qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist V  
(Non-Supervisory)

Brief Statement of Most Important Duties

Serves as an environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) for an environmental health/public health program. Incumbent is responsible for the accomplishment of a research program, or a broad professional or administrative program. Functions independently to assure planning, development, implementation, and evaluation of entire projects or provision of complete services.

Judgment affects outcome of complex or highly technical processes; may affect the work of others or the success of an experiment, project, or administrative process. Judgmental failure is important because it can cause delay in service of others in pursuance of a research project, experiment, technical process, or otherwise recognized block of professional or administrative work, could seriously affect public health, and may waste efforts and resources of others.

The officer has no supervisory responsibility. However, officer may serve as the senior project manager for one or more specialty programs; research projects, contracts, grants, or procurements of regional/national scope; ensures timely accomplishment of project tasks/program objectives and program policies, plans, develops and writes procurements/research proposals/program plans; determines ad set special instruction and direction to contractors, or other project managers regarding program policies/objectives and/or project tasks; exercises administrative control over contracts/junior project managers/program participants.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as state or local government officials and/or with senior researchers who are equivalent to the associate professor or full professor faculty rank.

The primary purpose of contacts is primarily to justify, defend, negotiate, or settle matters involving significant or controversial issues. Work at this level usually involves active participation in conferences, meetings, hearings, or presentation involving problems or issues of considerable consequences or importance. The person contacts typically have diverse viewpoints, goals or objectives, requiring the incumbent to achieve a common understanding of the problem and satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Direction Received

Incumbent assumes functions without professional assistance, ascertained to be within the jurisdiction of the assignment. Control over work, usually from Bureau of Agency level, is limited on such matters as board policy and coordination, long range planning and funds expenditure. Written reports and/or programs are reviewed for effectiveness and conformity with policy.

The incumbent is responsible for independently planning and carry out assignment; resolving most of the conflicts which arises; coordinating work with others; and interpreting policy on own initiative. The incumbent keeps the supervisor informed of progress, potential controversy, or far-reaching implications.

Some guidelines may be available but may be incomplete, inconsistent and limited in value requiring a high degree of originality, initiative and resourcefulness to develop new methods, and criteria, or to

propose new policies. Includes assignments which require (1) the development of new and original concepts; (2) assignments in a field in which there is little literature and a requirement for originality of new concepts; and (3) high administrative assignments with exceptionally challenging problems usually not covered by published guides.

### Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 8 years of experience in the performance of environmental health or related activities.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

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2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec V (Supervisory)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. *Minimum* qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist V  
(Supervisory)

### Brief Statement of Most Important Duties

Serves as an environmental health/public health specialist (e.g. occupational health and safety; industrial hygiene; environmental protection; institutional environmental health; injury prevention; milk, food; shellfish; radiological health; hazardous materials; operation and maintenance; training; etc.) for an environmental health/public health program. Incumbent is responsible for the accomplishment of a research program, or a broad professional or administrative program. Functions independently to assure planning, development, implementation, and evaluation of entire projects or provision of complete services.

Judgment affects outcome of complex or highly technical processes; may affect the work of others or the success of an experiment, project, or administrative process. Judgmental failure is important because it can cause delay in service of others in pursuance of a research project, experiment, technical process, or otherwise recognized block of professional or administrative work, could seriously affect public health, and may waste efforts and resources of others.

Serves as the manager for an environmental health specialty programs; plans, schedules, and assigns work to be accomplished by subordinate organizational units; determines and sets program policies and goals; initiates organizational changes; delegates authority to subordinate supervisors and holds them responsible for the performance of their organizational units. Serves as first line supervisor of three to ten professional, paraprofessional, and/or clerical staff.

Principal contacts are with person in other Federal Department or outside the Federal Government, such as state or local government officials and/or with senior researchers who are equivalent to the associate professor or full professor faculty rank.

The primary purpose of contacts is primarily to justify, defend, negotiate, or settle matters involving significant or controversial issues. Work at this level usually involves active participation in conferences, meetings, hearings, or presentation involving problems or issues of considerable consequences or importance. The persons contacted typically have diverse viewpoints, goals or objectives, requiring the incumbent to achieve a common understanding of the problem and satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

### Direction Received

Incumbent assumes functions without professional assistance, ascertained to be within the jurisdiction of the assignment. Control over work, usually from Bureau of Agency level, is limited on such matters as board policy and coordination, long range planning and funds expenditure. Written reports and/or programs are reviewed for effectiveness and conformity with policy.

The incumbent is responsible for independently planning and carry out assignment; resolving most of the conflicts which arises; coordinating work with others; and interpreting policy on own initiative. The incumbent keeps the supervisor informed of progress, potential controversy, or far-reaching implications.

Some guidelines may be available but may be incomplete, inconsistent and limited in value requiring a high degree of originality, initiative and resourcefulness to develop new methods, and criteria, or to propose new policies. Includes assignments which require (1) the development of new and original concepts; (2) assignments in a field in which there is little literature and a requirement for originality of

new concepts; and (3) high administrative assignments with exceptionally challenging problems usually not covered by published guides.

### Minimum Qualifications

Bachelor of Science degree in environmental health or related field plus 10 years of experience in the performance of environmental health or related activities.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.

PLEASE PREPARE THREE COPIES FOR OFFICE OF PERSONNEL AND ONE FOR YOUR BUREAU

(See other side for instructions)

1. ORGANIZATION (Bureau, Division, Branch, Section, etc.) and location of duty station

ITEMS 2, 3 AND 4 TO BE COMPLETED BY OFFICE OF PERSONNEL ONLY

2.	I	II	III	3.	4.
	IV	V	TOTAL		

5. FUNCTION TITLE **Envir. Health Spec VI (Ch. Envir HI + Spec. Prog. Nat)**

6. Pertinent program information (e.g. size of hospital, geographic limits of water pollution control project, type of hospital, primary function and size of Branch, Section, Unit, etc).

7. Brief statement of *most important* duties, including *significant* supervisory responsibilities and work relationship (please do not exceed this space).

8. Direction received (title of supervisor and type of direction received upon assignment of work, during course of work, and at its completion)

9. Minimum qualifications (education and experience) required to perform *satisfactorily*

10. Incumbent's name (if position is filled)		11. Incumbent's category	12. Incumbent's rank Permanent      Temporary
13. Serial Number	14. Incumbent's profession		15. <i>Check one</i> Regular Reserve
16. Certification or Concurrence of Superior officer	Signature	Title (Position)	Date

FUNCTIONAL TITLE: Environmental Health Specialist VI  
(National in Scope)

Brief Statement of Most Important Duties

Accomplishes the establishment of national environmental health/public health program goals and objectives and development and evaluation of an overall environmental health/public health program plan dealing with a comprehensive specialty program. Functions independently to assure planning, development, implementation, and evaluation of environmental health/public health specialty programs. Equitably distributes program resources based on policies, and identifies alternate resources for use by the program. Resolves critical problems. Results may influence the development of major aspects of related administrative programs. Judgmental failure can cause serious impairment to the administration and professional delivery of environmental health/public health services on a national scale

Provides environmental health/public health services of a scope, quality and quantity consistent with Agency policies.

Provides first line supervision of three to ten staff, including at least three professionals by planning, evaluating, and directing work, assuring adequate training of employees and exercising complete administrative control of subordinates in carrying out program policies.

Principle advisor to the program administrator in all matters concerning the environmental health/public health specialty. Serves as the primary consultant to, and reviewer of, the Area/Regional environmental health/public health specialty program, is responsible for reviewing Area/Regional programs to assure that the quality of services meets established standards. Primary contacts are with persons in other Federal Departments (i.e., outside agency to which assigned); outside the Federal Government, such as local, state and national groups; and Congressional committees. The primary purpose of contacts is to explain, coordinate, interpret and seek support for policies, procedures, programs, plans or individual actions, often of a controversial and complex nature, in which a great deal of explanation and tact is required.

Direction Received

Incumbent assumes functions without professional assistance, ascertained to be within the jurisdiction of the assignment. Control over work, usually from Bureau of Agency level, is limited on such matters as board policy and coordination, long range planning and funds expenditure. Written reports and/or programs are reviewed for effectiveness and conformity with policy.

The incumbent is responsible for independently planning and carry out assignment; resolving most of the conflicts which arises; coordinating work with others; and interpreting policy on own initiative. The incumbent keeps the supervisor informed of progress, potential controversy, or far-reaching implications.

Minimum Qualifications

Master's degree (e.g., MPH, MSPH, MS, or equivalent master's degree) in environmental health or related field plus 12 years of experience in the performance of environmental health or related activities.

Professional registration as a Registered Sanitarian or Registered Environmental Health Specialist is required; or professional registration, certification or licensure in an appropriate discipline/field (e.g. Certified Industrial Hygienist, Certified Safety Professional, Certified Health Physicist, Certified Hazardous Waste Specialist, etc.) from a nationally recognized or other appropriate credentialing body.