

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	5.594
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	for the:	

ENVIRONMENTAL HEALTH SPECIALIST II, III, IV V & VI

**Series Definition:**

Positions in this series perform and/or supervise professional work involving the protection and promotion of public health and the environment by ensuring compliance with federal and State laws, rules and regulations related to the elimination and/or prevention of environmental health, environmental impact, and occupational health hazards. Such health hazards include chemical, biological, physical, noise related, airborne, etc., hazards which are released into the environment and pose a potential threat to human health and the environment.

The work involves monitoring soil, groundwater, ambient air, indoor air, recreational and other surface waters, drinking water, and workplaces for pollution and hazardous substances; conducting inspections and investigations; interpreting and evaluating data and determining compliance/noncompliance with applicable laws, rules and regulations; recommending corrective measures to achieve compliance; issuing notices of violations and developing enforcement cases; investigating and resolving complaints of health hazards; assessing emergency incidents involving the release of hazardous substances and pollution in the environment; planning and coordinating cleanup activities for contaminated sites; conducting special studies; and/or providing public outreach services. Inspections and investigations are typically conducted at workplaces; on sites potentially contaminated with a hazardous substance or pollutant; or to monitor regulated facilities, operations, activities, and/or equipment such as oil refineries, power plants, drinking water systems, wastewater treatment plants, landfills, recycling plants, underground storage tanks, dry cleaning, rock crushing, agricultural burning, handling of hazardous waste products, radiation emitting machines and facilities, etc., for compliance with pertinent environmental/occupational health laws, rules, regulations and permit conditions.

Some positions are located in a specialized environmental/occupational health program with responsibilities for enforcing compliance with the laws, rules and regulations pertaining to the specialized area (e.g., clean air, clean water, drinking water, solid and hazardous waste, hazardous evaluation and emergency response, radiation control, noise control, occupational health, etc.) through monitoring, inspectional, investigational and enforcement activities; provision of technical assistance in support of the program; or development and coordination of emergency response plans or long-term remediation activities for contaminated sites. Some of these specialized positions work in a district office as the sole position representing the program, and perform all permitting, monitoring, inspectional and investigational activities for the district program. Other positions serve as generalists to ensure that the regulated operations and activities within their organization are in compliance with

various applicable environmental/occupational health laws, rules and regulations, and recommend corrective action to attain compliant status.

Performance of work requires knowledge and application of principles and concepts of a chemical, biological or physical science; pertinent federal and State environmental/occupational health laws, rules and regulations; inspection and investigation methods and techniques; research and evaluation methods and techniques; and report writing.

The Environmental Health Specialist series differs from the Registered Sanitarian series in that the latter focuses on conducting inspections for sanitary conditions particularly in food establishments. The Environmental Health Specialist series differs from the Food and Drug Inspector series in that the latter performs inspections and investigations for compliance with pertinent food and drug laws related to the production, processing, packaging, transportation, labeling, storage, use and sale of food and drugs.

**Level Distinctions:**

Classes in this series are distinguished from each other by differences in:

1. The scope and complexity of work assignments;
2. The breadth of knowledge and abilities required;
3. The nature and degree of supervision received; and
4. The nature and extent of supervisory control exercised over subordinate positions, and the complexity and size of the organization supervised.

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This is an amendment to the specifications for the classes ENVIRONMENTAL HEALTH SPECIALIST II, III, IV, V and VI approved on June 20, 1969, July 30, 1970, and July 20, 1976.

Effective Date: May 22, 2006

DATE APPROVED: 5/22/06

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for MARIE C. LADERTA  
Director of Human Resources Development

ENVIRONMENTAL HEALTH SPECIALIST II  
(ENVIRONMENTAL HEALTH SPCLT II)

5.594

**Class Distinguishers:**

**Complexity:** This is the entry level where on-the-job training is provided in pertinent federal and State laws rules, regulations, policies, procedures and investigation and inspection methods and techniques. Work of simple to moderate difficulty is gradually assigned. Supervision is relaxed on simple to routine assignments but close on more difficult and complex assignments. Work at this level involves participating with higher level specialists in field activities such as investigations, inspections and collection of samples to develop and expand understanding of pertinent rules, regulations, policies and procedures.

**Full Performance Knowledge and Abilities:** *(Knowledge and abilities required for full performance in this class.)*

**Knowledge of:** Working knowledge of pertinent federal and/or State environmental/occupational health laws, rules and regulations; basic principles and concepts of a chemical, biological or physical science; working knowledge of investigation and inspection methods and techniques; mathematics (e.g., college level algebra); problem solving methods and techniques; research methods and techniques; and report writing.

**Ability to:** Understand and apply pertinent federal and/or State environmental/occupational health laws, rules and regulations; apply principles and concepts of a chemical, biological or physical science; conduct inspections and investigations; collect, analyze and evaluate data; solve problems and make recommendations on action to be taken; perform mathematical calculations to verify data and prepare standard reports; communicate clearly and concisely both orally and in writing; and deal effectively with others.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Receives extensive training in pertinent federal and State environmental/occupational health laws, rules and regulations;
2. Collects and analyzes samples of hazardous environmental contaminants;
3. Calibrates field sampling equipment and prepares reagents;

4. Conducts simple investigations with specific instructions;
5. Participates in inspections to determine compliance status and possible health hazards;
6. Prepares inspection reports and assists with making recommendations for action.

ENVIRONMENTAL HEALTH SPECIALIST III  
(ENVIRONMENTAL HEALTH SPCLT III)

5.596

**Class Distinguishers:**

Complexity: This level reflects performance of independent work where assignments are of a technical nature and moderate difficulty, with limited deviation from established standards. Problems usually involve consideration of a limited number of factors which are readily detected and controlled, and can be resolved by direct application of specific standards. Work activities typically involve inspecting facilities, operations, activities and/or equipment; investigating and resolving complaints from the public; analyzing and evaluating data and recommending action; and/or conducting informational and educational outreach activities to ensure compliance with pertinent environmental/occupational health laws, rules and regulations. Work assignments of more technical difficulty are performed in assistance to or under guidance of a higher level specialist.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in this class.*)

Knowledge of: In addition to knowledge required at the II level, positions require considerable knowledge of pertinent federal and State environmental/occupational health laws, rules and regulations; considerable knowledge of principles and concepts of a chemical, biological or physical science; good knowledge of investigation and inspection methods and techniques; utilization and maintenance of field testing equipment; program policies, procedures, goals and objectives; and familiarity with public relations.

Ability to: In addition to the abilities required at the II level, positions must have the ability to independently conduct moderately complex inspections and investigations; collect, analyze and evaluate technical data; solve moderately complex problems and make sound recommendations on action to be taken; prepare clear, concise and accurate reports; and make oral presentations for educational and informational activities or enforcement hearings.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Organizes inspection activities in accordance with program procedures;
2. Conducts compliance inspections at workplaces and regulated facilities, operations, activities and/or on equipment; and determine compliance status by interpreting and applying pertinent laws, rules and regulations;
3. Analyzes and evaluates collected data and determines corrective action for noncompliant conditions;
4. Documents facts and chronological occurrences of events for enforcement case development;
5. Conducts interviews with facility/business personnel or other responsible party to complete documentation of facts;
6. Issues informal or formal notice of violations;
7. Investigates and follows up on complaints of pollution, conducts research, and recommends solutions according to established standards;
8. Conducts field surveillance to detect and identify possible source of environmental/occupational health hazards, and collects soil, water, air and other samples for laboratory testing;
9. Develops sampling/monitoring plan;
10. Conducts special studies to identify new sources of pollutants;
11. Provides educational and informational outreach services for special groups, community organizations and the public;
12. Testifies at administrative hearings and court proceedings as a technical resource, as necessary;
13. Responds to public inquiries for information;
14. Represents the program at meetings and public hearings.

ENVIRONMENTAL HEALTH SPECIALIST IV  
(ENVIRONMENTAL HEALTH SPCLT IV)

5.598

**Class Distinguishers:**

Complexity: This level reflects responsibility for complex to highly complex work involving interpreting/evaluating considerable or specialized technical data and/or a variety of duties involving diverse and complex technical problems; and considerable decision making and use of judgment. Incumbents are expected to resolve most of the conflicts that arise under general supervision of a higher level specialist or program supervisor. Work at this level reflects the following types:

- A) A specialist responsible for performing complex to highly complex activities to enforce compliance with the laws, rules and regulations pertaining to a specialized environmental/occupational health program; and fully knowledgeable of program policies, procedures and standards. Work may involve one or a combination of activities such as conducting compliance inspections on highly complex or specialized facilities, operations and/or equipment regulated by law, and applying pertinent rules and regulations to determine compliance status; conducting investigations involving numerous or unknown factors and recommending corrective measures; developing enforcement cases which include calculation of penalty fines, issuing formal notices of violation, and participating in settlement negotiations; developing comprehensive plans for emergency response activities or long-term remediation activities of contaminated sites; and serving as lead specialist over lower level specialists performing moderately complex compliance work for the program.
- B) The sole representative of a specialized environmental health program in a district office without a technical supervisor for immediate consultation. Work involves performing the full range of inspections, investigations and/or enforcement activities for the district in enforcing compliance including determining corrective action, initiating enforcement action as necessary, responding to and resolving all complaints, coordinating investigative activities with other environmental health programs or governmental agencies, and/or representing the program at meetings; and may include assisting other specialized environmental health programs in the district.
- C) A generalist responsible for monitoring, inspecting and investigating operations and activities of a departmental organization to ensure compliance with applicable environmental health laws, rules and regulations, and in some cases for performing enforcement activities under guidance of a regulatory agency. Work requires general understanding and

application of various environmental health laws, rules and regulations pertaining to such areas as clean air, clean water, solid and hazardous waste, etc.; and includes analyzing and evaluating a wide range of potentially hazardous conditions, determining compliance status, investigating and resolving complaints, and advising staff on and ensuring corrective actions.

- D) A staff specialist responsible for providing technical assistance in support of a specialized environmental health program; and involved with interpreting, analyzing and evaluating technically complex data, conducting research, developing plans and procedures, and making sound recommendations for action.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: In addition to knowledge required at the III level, positions require extensive knowledge of pertinent federal and State environmental/occupational health laws, rules and regulations; thorough knowledge of investigation and inspection methods and techniques; program operations, policies and procedures; and public relations.

Ability to: In addition to the abilities required at the III level, positions must have the ability to independently conduct complex to highly complex inspections and investigations; analyze a wide range of technical and/or specialized data and make comprehensive recommendations on action to be taken; and provide consultation and advisory services to the private and public sector.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Conducts inspections and investigations of complex to highly complex sources of environmental/occupational health hazards (e.g., power plant, oil refinery, wastewater treatment plant, medical facility with specialized radiologic equipment, etc.) to determine compliance with applicable laws, rules, regulations, and permit conditions;
2. Inspects records, operational processes and activities; gathers and analyzes data; and determines compliance status;
3. Recommends corrective actions to be taken to achieve compliance;
4. Oversees, monitors and evaluates remedial cleanup or corrective activities

- performed by a contractor to ensure adequacy, thoroughness and appropriate remediation technologies;
5. Develops enforcement case to pursue and process administrative enforcement actions including identifying and documenting pertinent data, calculating penalty fines, drafting formal documents (e.g., notice of violation, administrative order, and/or consent agreement/final order) to the responsible party, and participating in settlement negotiations, as necessary;
  6. Responds to major oil, sewage, and/or chemical spills and directs containment and cleanup activities;
  7. Reviews, analyzes and evaluates laboratory test results to determine compliance with standards;
  8. Reviews and comments on permit conditions for regulated facilities, operations, activities and/or equipment;
  9. Investigates and follows up on complaints of pollution sources and incidents, conducts research, and works with responsible party on resolution and/or mitigation measures;
  10. Conducts area surveillance to identify other possible sources of pollutants, evaluates collected data, determines compliance with applicable federal and State rules and regulations;
  11. Collects, analyzes and evaluates data derived from pollution emission measurements, atmospheric monitoring, and soil, water or other samplings to detect and identify potentially hazardous pollutants;
  12. Approves and issues permits to conduct activities/operations in accordance with environmental health regulations;
  13. Plans and conducts special studies, research or special projects as assigned;
  14. Provides technical assistance and scientific support to the program by conducting site inspections to identify contaminated sites, developing site assessment plans, and assessing severity of hazardous contaminant and clean up priority;

15. Provides technical assistance and advice to other State and county agencies, private companies, and the public on preventive, remediation and/or immediate and long term planning for handling hazardous substances;
16. Serves as lead specialist, trains, and provides guidance to lower level specialists performing moderately complex monitoring, inspection and/or investigation activities.

ENVIRONMENTAL HEALTH SPECIALIST V  
(ENVIRONMENTAL HEALTH SPCLT V)

5.600

**Class Distinguishers:**

**Complexity:** Work at this level involves supervising a staff of lower level specialists engaged in the performance of highly complex monitoring, inspection, investigation and/or enforcement case development activities to enforce compliance with pertinent environmental/occupational health program laws, rules and regulations. Duties and responsibilities include planning, organizing, directing and coordinating work of the unit; assigning, scheduling and evaluating work; and providing guidance and advising subordinates.

**Full Performance Knowledge and Abilities:** *(Knowledge and abilities required for full performance in this class.)*

**Knowledge of:** In addition to knowledge required at the IV level, positions require comprehensive knowledge of program operations, policies, procedures and pertinent federal and State environmental/occupational health laws, rules, regulations and standards; principles and practices of effective supervision; and effective work organization and utilization.

**Ability to:** In addition to the abilities required at the IV level, positions must have the ability to plan, assign, review, evaluate work, and train others; and organize and coordinate operational activities including budget preparation.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Supervises a staff of lower level environmental health specialists engaged in enforcing environmental/occupational health laws, rules and regulations;

2. Oversees all activities of staff and ensures performance in accordance with prescribed policies and procedures;
3. Plans, organizes, directs and coordinates field activities;
4. Assigns, reviews and evaluates work of subordinates;
5. Trains and advises staff on technically difficult assignments;
6. Develops and implements training program for new hires;
7. Plans, develops, directs and coordinates research and special studies;
8. Provides information and interpretations related to program activities to consultants, regulatory agencies, special interest groups, and the public;
9. Assists program manager in preparation for the adoption of new laws and rules, program plans, and budget.
10. Serves as project manager (e.g., initiating, reviewing and completing projects; coordinating and/or directing lower level specialists; and ensuring accuracy and timely completion) and/or oversees projects for proposed program initiatives and improvements.

ENVIRONMENTAL HEALTH SPECIALIST VI  
(ENVIRONMENTAL HEALTH SPCLT VI)

5.601

**Class Distinguishers:**

Complexity: Work at this level includes the following types:

- A) Serves as a chief of a statewide program and directs a staff of specialists under broad divisional and departmental administrative guidelines and codes, standards and provisions of the Hawaii Occupational Safety and Health laws. Work involves developing policies, procedures, methods and practices relating to occupational health assessment and enforcement and related matters. Review of work is limited to general conformance with administrative policies and objectives.
- B) A departmental staff specialist responsible for planning, developing, implementing and coordinating department wide plans, goals and objectives to ensure compliance with various applicable environmental health program

laws, rules and regulations; and serving as the department's chief advisor on matters relating to environmental health regulatory compliance. Duties and responsibilities involve advising other departmental staff on environmental health program policies, practices and procedures; coordinating departmental inspections, investigations and other activities to ensure compliance; and representing the department in dealing with federal and State enforcement agencies on all matters involving environmental compliance.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: In addition to knowledge required at the V level, some positions require knowledge of principles and practices of administration and program planning.

Ability to: In addition to the abilities required at the V level, some positions must have the ability to plan, direct, coordinate, and evaluate a statewide occupational health compliance and enforcement program; and/or develop program objectives, priorities, policies, work standards, methods and procedures for compliance with various pertinent environmental health program laws, rules and regulations.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Type A:

1. Plans, develops, directs, and coordinates a statewide occupational health program;
2. Directs and supervises the inspection and investigation of work environments for the identification of occupational health hazards; determination of penalty fines; and assessment of hazards and recommendation to employers on the elimination, control or mitigation of such hazards;
3. Establishes program objectives, priorities, policies, work standards, methods and procedures;
4. Reviews, analyzes and evaluates work of staff;
5. Determines need for and implements or recommends improvements such as program changes, staff development training, improved methods and techniques, etc.;

6. Conducts staff meetings; ensures uniform understanding and interpretation of laws, standards, policies, rules and regulations;
7. Recommends appropriate action on personnel matters including promotions, transfers, leaves of absence and disciplinary actions;
8. Maintains control over current expenditures within authorized levels and prepares budget;
9. Meets with representatives of private and public agencies to explain functions of the program;
10. Maintains cooperative relationships with employers, federal, State and county governmental agencies to promote program;
11. Represents the program administrator in providing testimony for appeals hearings.

Type B:

1. Plans, develops, directs, coordinates, monitors and evaluates departmental environmental compliance program;
2. Establishes department wide objectives, priorities, policies, work standards, methods and procedures for compliance with various program laws, rules and regulations;
3. Determines need for or recommends improvements to staff training, implementation methods, techniques, procedures, etc.;
4. Provides policy guidance and oversight for the inspection and investigation of potential environmental health hazards, and assessment of identified hazards;
5. Provides recommendation for the elimination, control or mitigation of environmental health hazards;
6. Ensures departmental compliance with all pertinent environmental health rules, regulations and requirements;
7. Provides policy and guidance in the review of lease, permits, construction, and operation of pipelines and petroleum storage tanks;

8. Establishes protocols such as methodologies, network and guidelines in monitoring divisions to determine program effectiveness, changes in operations, and compliance challenges;
9. Investigates departmental facilities for the identification of possible or potential violations of environmental rules and regulations; recommends action; and oversees corrective action as necessary;
10. Ensures consistent and fair application of departmental rules related to ensuring compliance;
11. Coordinates and maintains liaison with federal, State and county enforcement agencies for investigative, enforcement or advisory activities.