

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.391
	STATE OF HAWAII	8.393
.....		8.395
	Class Specification	8.397
	for the:	8.399
		8.401

SANITARIAN SERIES

Series Definition:

This series includes all levels of workers and supervisors engaged in maintaining a sanitary and healthful environment for the public through the provisions of inspectional, educational and enforcement activities to implement the statutes, ordinances and rules and regulations relating to environmental health sanitation. A Sanitarian within the State as defined by public health regulations is a person who, with the requisite education, training or experience in sanitary sciences, engages in the promotion and protection of public health by applying his technical knowledge to formulate and execute methods and procedures to control various factors of the environment which influence the health, safety and welfare of man.

Work areas under the control and development of the Sanitarian extend to restaurants and drinking establishments, dairy farms and milk processing plants, supermarkets, tenements, hotels, schools, barber shops, laundries, farms, subdivision sites, industrial plants, water sources or any type of establishment or environmental condition that may affect the life, health and welfare of the people living and working in the State. To carry out the program, Sanitarians are assigned to geographic or defined specialty areas. In the assigned area, the Sanitarian is held responsible for the application of the sanitary sciences and the development of environmental health conditions.

The corrective actions taken by an assigned Sanitarian in a specific work area may necessarily be substantiated by a higher-level Sanitarian. This situation in the majority of cases does not detract from the classification status of the assigned Sanitarian, as this condition is a method of facilitating public relations rather than verifying or controlling the technical analyses or conclusions of the assigned Sanitarian.

On islands other than Oahu, functions such as air pollution control, occupational and radiological health surveys, vermin eradication and food and drug control activities may be applied by the Sanitarian on a more extensive basis due to the lack of the specialty public health positions. Additional classification credit is not given as these areas of work are related to the primary function of the Sanitarian of insuring public health through the control of environmental conditions. The Sanitarian involved in developing a sanitation program for an assigned work area is expected to acquire knowledge of the total environmental health program in order to perform as a journeyman Sanitarian.

The classification of positions in this series relies on the duties and responsibilities related to knowledge of the physical, biological and social sciences to environmental sanitation; the knowledge, interpretation and application of sanitary laws, rules and regulations; the performance of and formulation of inspection and enforcement techniques and controls; and to the extent of performance of educational and motivational efforts to secure the cooperation and compliance of the public.

Class levels in this series are distinguished on the basis of nature and variety of work; nature of supervision received; nature of available guidelines for performance of work; originality required; nature and purpose of person-to-person relationships; nature and scope of recommendations, decisions, commitments and conclusions; and nature and extent of supervision exercised.

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This is an amendment to the class specification for the REGISTERED SANITARIAN SERIES approved on October 13, 1982 and a change in title to SANITARIAN SERIES.

DATE APPROVED: JAN 20 2009

  
for MARIE C. LADERTA  
Director of Human Resources Development

SANITARIAN I

8.391

Duties Summary:

Receives formal and on-the-job training in the environmental sciences, inspectional and surveillance techniques and motivational methods used in health sanitation and instruction in the interpretation and application of sanitation laws, rules and regulations; and performs other related duties as assigned.

Distinguishing Characteristics:

This is a trainee class which involves formal and on-the-job training to develop the theories and practices of the environmental sanitation program and eventual development of the incumbent for qualification as a Sanitarian. Work training assignments involve **conferences with specialists and generalists in the field of environmental sanitation**, training in the application of the basic sciences applied to health sanitation,

accompanying and participating with higher-level Sanitarians in actual field inspections and educational assignments and studying interpretations of laws, rules, regulations and precedent cases involving the sanitation program.

Final decisions or recommendations are not made at this level. Person-to-person contacts are limited to observation assignments. Supervision is immediate; and guidance, counseling and training is assured from an assigned and available higher-level Sanitarian.

Examples of Duties:

Receives orientation in the basic philosophy, principles and practices, organization and activities of the sanitation program; accompanies higher-level generalists and specialist Sanitarians in the surveillance and certification of restaurants, dairy farms and milk plants, hotels, hospitals, schools, barber shops, subdivision sites, sewage disposal systems, water sources, farms or any establishment or environmental condition which contributes to the health and welfare of man; receives instruction in the recognition and correction of air pollution, water contamination and occupational health conditions; receives instruction in the application of food and drug laws; receives information on current vermin control procedures and methods; performs routine field testing and sampling of food and water samples for possible contamination; participates in educational assignments by preparing charts, graphs and completing preliminary research; reads and comprehends all laws, rules, regulations and past legal actions concerning the environmental health sanitation program.

Knowledge and Abilities Required:

Knowledge of: Basic physical and biological sciences such as physics, chemistry and bacteriology; social sciences.

Ability to: Understand the basic philosophy of environmental health sanitation programs; apply the physical, biological and social sciences to the field of health sanitation; understand and interpret the laws, rules and regulations relating to health sanitation; apply inspectional methods; and learn to deal with the public.

SANITARIAN II

8.393

Duties Summary:

Performs a variety of limited environmental sanitation work in an assigned geographic or specialty work area; and performs other related duties as assigned.

Distinguishing Characteristics:

Incumbents at this level function at the first worker level. An incumbent at this level is trained in the application of the basic sciences relating to sanitation; possesses a working knowledge of sanitation laws, rules and regulations and an understanding of the application of informational and educational techniques used by Sanitarians. An incumbent is expected to perform a variety of limited work assignments in an assigned work area by analyzing valid environmental sanitation factors and applying pertinent laws, rules and regulations and educational sanitation techniques.

The work assignments at this level correspond to the variety of environmental activities that are to be found at the journeyman level in this series. However, the work situation is controlled by direct supervision of a higher-level Sanitarian who defines work problems within an assigned area, plans surveillance activities, reviews all work, instructs the incumbent in difficult sanitation cases and interpretations of laws and regulations and who intervenes in complex cases which may require court action or have profound economic impact on the public.

Contact is maintained with the general public to resolve complaints and with farmers, managers of business establishments, institutional staff and landowners to receive their cooperation in correcting or improving unsanitary conditions. Guides at this level include policies, rules and regulations of the department, county ordinances and standards of the United States Public Health Service pertaining to public health.

Examples of Duties:

According to work schedule, resolves public complaints concerning unsanitary conditions; inspects food and drink dispensing establishments, food manufacturing plants, barber shops, beauty parlors, laundries and clothes-cleaning shops, tattoo shops, massage parlors, amusement centers, individual dwellings, apartments, tenements, hotels, hospitals, livestock and vegetable farms, funeral parlors, cemeteries and crematories for compliance with sanitation rules and regulations; inspects dairy plants for proper operation of pasteurization equipment and for possible contamination of milk supply; issues certificates of sanitary inspection in establishments where compliance is observed, consults with supervisor in cases which involve major infractions of sanitation laws; recommends routine corrective measures to managers of business establishments or property owners; checks building and subdivision plans for compliance with sanitation regulations such as lighting, ventilation, water supply, sewage disposal, etc., and submits recommendations to supervisor for review; issues citations for obvious unsanitary conditions hazardous to public health such as recognizable vermin contamination of food or improper functioning of sewage systems; may investigate environmental factors contributing to cases of communicable diseases, food poisoning and vector-borne

diseases and recommend measures for correction and prevention; attends in-service training; may inspect food and food products and drugs and poisons for compliance with food and drug laws; may conduct tests for air, water or noise pollution and possible industrial misuse of chemicals; may discuss before groups the philosophy and practices of the sanitation program; participates in Civil Defense exercises.

Knowledge and Abilities Required:

Knowledge of: Principles, practices, techniques and objectives of the environmental sanitation program; laws, rules and regulations pertaining to environmental health sanitation; working knowledge of bacteriology, chemistry, physics, vector control and social sciences as applied to environmental sanitation.

Ability to: Recognize and analyze environmental health conditions and apply pertinent sanitation laws, rules and regulations; educate and motivate the public to comply with sanitation requirements and to upgrade the quality of existing environmental health conditions; develop a thorough knowledge of the interpretation and enforcement of the sanitation program and means of educating and motivating people.

SANITARIAN III

8.395

Duties Summary:

Performs the full range of environmental sanitation work assignments in an assigned geographic or defined specialty work area; and performs other related duties as assigned.

Distinguishing Characteristics:

Workers at this level are of two types:

- (1) Generalist Worker - the generalist Sanitarian is responsible for controlling all facets of an environmental health program which includes surveillance of air, water, sewage and waste disposal, food and drugs, housing, sanitation practices of business, communicable disease and vector control in assigned town or rural districts.
- (2) Specialist Worker - the specialist Sanitarian, because of management assignment, specializes in certain types of establishments or surveys of certain types of environmental conditions. For example, the inspection of

food serving and manufacturing establishments and the inspection of private dwellings, hotels and institutions in metropolitan areas.

This is the independent full-range worker level in the series. Sanitarians at this level are required to apply all phases of the sanitation sciences, knowledge of socio-economic conditions in the surveillance area and tact in the enforcement and interpretation of sanitation laws, rules and regulations in an assigned work area. Work is performed under general supervision. Technical responsibility for the evaluation of unsanitary conditions and recommendations for legal proceedings to prosecute flagrant or repeated violators of the sanitation laws is a requirement at this level. Work assignments are predominantly moderately difficult by range to the most complex. Cases requiring policy interpretations or intensive technical research are usually referred to higher-level Sanitarians. Public contact is significant as the Sanitarian must deal with the public to gain their cooperation in the correction of unsanitary conditions.

Examples of Duties:

Plans and organizes surveillance and correctional sanitation activities in accordance to needs of the assigned work area and program procedures; resolves public complaints concerning unsanitary conditions; inspects establishments such as food serving and manufacturing, cosmetological and clothes-cleaning businesses; surveys private housing, hotels and institutions; inspects milk plants and dairy farms; reviews the operation of livestock and vegetable farms for conformance to sanitation regulations; issues certificates of sanitary inspection when required; consults with management staff of private industry to rectify improper and unsanitary personnel operation practices and misuse of equipment; advises in the layout of new construction and purchase and use of new equipment to improve sanitary conditions of plant operations; instructs agricultural and manufacturing personnel in sanitary procedures and use of equipment, chemicals and methods that will improve the quality and sanitation control of products; issues citations and prepares and analyzes technical data for court action against violators of the sanitation laws; speaks before community groups to advance the program of sanitary practices and control to the public; may conduct environmental health research to resolve work area problems; may investigate environmental factors contributing to cases of communicable disease, food poisoning and vector-borne diseases; may inspect food and food products, and drugs and poisons for compliance with food and drug laws; may conduct tests for and correct conditions of air, water or noise pollution; may supervise assigned vector control staff; participates in Civil Defense exercises.

Knowledge and Abilities Required:

Knowledge of: Comprehensive knowledge of the principles, practices, techniques and objectives of the environmental sanitation program; thorough knowledge of the interpretation and application of laws, rules and regulations pertaining to environmental

health sanitation; thorough working knowledge of bacteriology, chemistry, physics, vector control and social sciences as applied to environmental sanitation; specific food processing and production, building construction and industry practices and agricultural production methods and techniques related to the assigned work area.

Ability to: Recognize and analyze environmental health conditions in the community and plan and organize sanitation activities to meet the needs of the assigned work area; apply pertinent sanitation laws, rules and regulations and recommend the prosecution of violators; recommend to private industry the utilization of more sanitary procedures or equipment, and promote and develop the sanitation program in the assigned work area.

SANITARIAN IV

8.397

Duties Summary:

Plans and organizes the work of a unit of lower-level Sanitarians; or evaluates, standardizes and interprets program procedures and operations; or functions in a geographically remote area in the development and promotion of an environmental health program; and performs other related duties as assigned.

Distinguishing Characteristics:

Sanitarian IV positions are of three general types:

- (1) Supervisor of a small unit of lower-level Sanitarians. Work involves reviewing the activities of assigned subordinates in conformance to administration policies and procedures and participation in the staff development of standard interpretations of sanitation policies and laws. Positions at this level also function as secondary sources for resolving complex cases in substantiating the activities of assigned subordinates.
- (2) Sanitarians who function in a highly technical or complex area of the environmental health sanitation program. The objective of such work is the development and standardization of the public health sanitation program. Work assignments result in the submission of new information, inspection procedures, court interpretations and legislation into the operations of the environmental sanitation program. Work may be performed in a specialty work situation where intensive research into technology, laws and **interpretation and new methods are developed to emphasize the work area.** Or, a generalist concept where the most complex cases requiring law

interpretation or research into applicable sanitation subjects are to be applied by the incumbent.

- (3) This level may also reflect the planning and operation of an environmental health program for a remote geographic area. This situation normally connotes lack of frequent personal contact with and direction from a higher-level Sanitarian and responsibility for immediate planning and control of a health sanitation program for an assigned and isolated geographic area.

In all three situations, the incumbents are able to comprehensively apply the environmental sanitation program policies and procedures. Work assignments require the initiation of research and critical judgment. Incumbents are held technically responsible for all recommendations regarding the prosecution of violators and definition of operating program procedures and authority. Public contact at this level is with governmental administrators, business managers and community officials.

Examples of Duties:

Plans and organizes the work of subordinate Sanitarians in an assigned work area; reviews work to see that administrative policies are carried out and to maintain efficient service to the public and to guide the staff in good public relations practices; gives information to the public either in person at the office or by telephone whenever information is requested on sanitation subjects and the interpretation of statutes, rules and regulations, ordinances or policies on environmental sanitation; participates in interpreting and developing interpretations and standards of the program; continues court actions with subordinates for prosecution of violators of public health sanitation laws; files work reports and reports on the progress and needs of the sanitation program in the assigned area; participates in Civil Defense exercises.

Initiates research in the highly technical and complex areas of the environmental health program; interprets results and recommends changes in standards or methods of inspection; conducts training courses for other Sanitarians or trainees; consults with and advises private industry of changes in production methods and equipment used to improve the quality of products; groups complex cases requiring precedent action or interpretation of sanitation laws for personal review and action; transmits information at legislative hearings or to the general public on specialized or complex subject-matter areas of the environmental health program; recommends legal proceedings and prepares supporting evidence.

Duties are basically the same as those at the Sanitarian III level, but with the following additions: plans with community officials and other governmental agencies a total program of environmental sanitation; makes immediate and field interpretation of all rules and regulations and unsanitary conditions pertaining to environmental sanitation;

assumes immediate responsibility for the development and upgrading of environmental health conditions in the assigned community or work area.

Knowledge and Abilities Required:

In addition to the requirements of the next lower level, this class requires: a comprehensive knowledge of program laws, policies and procedures; and the ability to conduct research and interpret results into standardizing the methods, techniques and legislation employed by the program of the various public health activities which form the environmental health sanitation program.

SANITARIAN V

8.399

Duties Summary:

Supervises the operation and development of a sanitation subprogram; or develops standard procedures and legislation for the statewide sanitation program; and performs other related duties as assigned.

Distinguishing Characteristics:

Sanitarian V positions are of two types:

- (1) Positions at this level normally supervise a staff consisting of Sanitarians of the next lower level engaged in extensive program development and immediate and constant interpretation of precedent-setting cases. Subordinates may also be in scattered locales and involved in community planning of environmental health sanitation programs.
- (2) This level may also reflect a staff program specialist who functions in the development of standards and procedures for the implementation of the environmental sanitation program statewide and the development of changes in legislation to facilitate the implementation of program procedures and interpretations. Work may also include program budgeting. Subordinates engaged in program development may be assigned to this level.

Controls over positions at this level are administrative in nature. Work is performed in accordance with broad program policies and objectives. Contact is maintained with governmental administrators and the public.

Examples of Duties:

Plans, organizes and coordinates an environmental sanitation program in an assigned work area; provides supervisory and consultative services to Sanitarians for the development and improvement of sanitation policies, procedures and practices; oversees the development of legislation, new program procedures and inspection techniques by subordinates; reviews the progress of environmental health sanitation programs implemented by subordinates; plans and conducts in-service training for subordinates; speaks before community groups and governmental bodies to promote the sanitation program; may supervise vector control staff; participates and plans environmental aspects of a Civil Defense program.

Reviews status of the environmental health program; consults with Sanitarians, community officials and county and statewide program administrators to develop standard procedures and techniques and legislative proposals; drafts standards for interpretation of enforcement of all rules and regulations relating to environmental health sanitation; develops in-service training programs for staff; works with community programs to develop understanding of the objectives of the sanitation program; participates in the development of program budget proposals.

Knowledge and Abilities Required:

In addition to the requirements of the next lower level, this class requires: knowledge of principles and practices of supervision; departmental policies and program planning; the ability to plan, organize and supervise environmental health sanitation services.

SANITARIAN VI

8.401

Duties Summary:

Plans, organizes and directs environmental sanitation services in a county; provides supervisory and consultative services to Sanitarians for the development and improvement of sanitation policies, procedures and practices; and performs other related duties as assigned.

Distinguishing Characteristics:

This level reflects a countywide area supervisor of the environmental health program. This involves recognizing county environmental health needs and implementing environmental sanitation services accordingly. Positions at this level normally function

under the administrative direction of a higher-level, statewide manager in the environmental health program or under the medical health officer assigned to the county.

Work areas normally involve several communities and include responsibility for the direction of related food and drug, air and water pollution and vector control programs. Guides at this level include departmental and divisional policies. A major responsibility of this class is the execution of countywide activities consistent with statewide program guidelines and objectives.

Examples of Duties:

Reviews the environmental health needs of the community; consults with community officials to gain their cooperation in establishing an environmental health program; interprets local and general public health sanitation activities to promote and maintain goodwill and cooperation of the public; evaluates the efficiency and sufficiency of program services through reports and conferences with subordinate supervisory personnel; coordinates local occupational and radiological health and food and drug surveys with general health sanitation inspections; coordinates vector control activities with general sanitation inspection; interprets complex sanitation cases involving policy determination; reviews program needs for budgetary proposals; prepares and submits reports on the progress of the county program; institutes and directs sanitary surveys; plans and conducts in-service training programs; plans and organizes the environmental health activities in a Civil Defense program.

Knowledge and Abilities Required:

In addition to the requirements of the next lower level, this class requires: knowledge of the socio-economic characteristics that affect a county environmental health program; planning procedures used in developing county public health activities; and the variety of public health programs affecting public health sanitation.

The ability to plan and coordinate the public health sanitation, vector control and other activities of the environmental sanitation program for a county.