



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 3401  
3402  
3403

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**ENVIRONMENTAL HEALTH PRACTITIONER**

Individuals assigned to positions in this series perform duties associated with programs promoting environmental health and enforcing environmental health laws and regulations as indicated in North Dakota Century Code Chapter 43-43. Duties include conducting inspections and analyses related to the enforcement of environmental health problems or violations; administering and/or assisting in developing environmental health problems; and providing information and training to the public regarding environmental health programs and practices. Duties may also include planning, developing, and administering state-wide environmental health programs; managing the activities of subordinate staff (including: setting objectives, selecting individuals, and measuring performance); and performing other related duties assigned.

The levels are based on responsibilities assigned to the positions. The actual level is determined by analysis and evaluation of responsibilities as reflected in provided documentation. Only the elements that distinguish levels of increased complexity, accountability, and/or knowledge, skill, or ability requirements will be considered in assigning grade levels. No specific task or combination of tasks should be construed to mean any one of the specific levels.

**MINIMUM QUALIFICATIONS FOR ENTRY TO SERIES:**

Requires the equivalent of a bachelor's degree in Environmental Health or in the physical, chemical, or biological sciences.

**SPECIAL REQUIREMENT:**

The incumbent must, within six months of employment, obtain and maintain licensure as an "Environmental Health Practitioner" in accordance with North Dakota Century Code Chapter 43-43.

**ENVIRONMENTAL HEALTH PRACTITIONER I**

3401

GRADE J

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of related but different procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties.

Responsibility for managing the work of others is not required or may be limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Impact on decisions affecting organizational goals and objectives is limited as responsibilities include duties that produce a standard product or provide a service used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with environmental health. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

**ENVIRONMENTAL HEALTH PRACTITIONER II**

3402

GRADE K

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of unrelated procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Responsibility for managing the work of others may be required, however, is limited in scope or duration. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with environmental health. Requires knowledge, skill, and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

**ENVIRONMENTAL HEALTH PRACTITIONER III**

3403

GRADE L

Responsibilities associated with this class consist of duties that may vary depending upon circumstances and are accomplished through the use or a variety of procedures, processes, or methods. Decisions involve analysis of the circumstances to determine tasks involved and selection of appropriate procedures, processes, or methods to accomplish the tasks. Guidelines are available within the work area but require some interpretation and/or adaptation for application to specific cases or problems associated with assigned duties. Management responsibility includes directing the work of persons involved in activities of the same or similar nature and generally working toward a common goal. Duties will be planned and accomplished under general guidance and direction and require coordination, policy interpretation, and individual initiative to resolve problems or conflicts that may arise. A specific impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce significant portions of decisions made in conjunction with others.

**DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of the principles, concepts, and methodology needed to perform and/or direct duties associated with environmental health. Requires knowledge, skill and ability generally acquired and developed through formal education, extensive training, and/or relevant experience in work of an equivalent type and complexity. A high degree of interpersonal skill is required to be able to communicate with, motivate, and/or change behavior of others in the satisfactory performance of duties and responsibilities.

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