



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 3522

CHIEF, ENVIRONMENTAL HEALTH SECTION

GRADE T

SCOPE OF WORK:

The individual assigned to the position in this class is responsible for the overall administration of the State health Department environmental programs.

DUTIES PERFORMED:

- Provide overall direction to environmental health management staff and program personnel.
- Develop policies and standards for environmental health systems and programs.
- Respond to inquires and concerns of citizens and constituent groups.
- Monitor the performance of department environmental health and engineering functions.
- Manage and evaluate human, fiscal, and materiel resources.
- Ensure effective and efficient service as required by federal, state, and local statutes.
- Represent the Department on all environmental health issues and their associated engineering activities.
- Maintain and foster contacts with private individuals, public agencies and associations.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in an engineering field and seven years of environmental health or engineering work experience. Three years of the work experience must have included administrative and management responsibilities. Must be registered as a professional engineer in North Dakota.

CLASS CODE: 3522

ND Class Specification
Chief, Environmental Health Section

Eff. Date: 3/89 - Class code 2048, Chief Environmental Engineer

Rev: 9/92 - Changed title, class code and grade

Reviewed: 3/97 - Rewritten in current format

7/12 – Conversion to Hay System