

DEPARTMENT OF PUBLIC HEALTH  
POSTING OF VACANCY

**Environmental Sanitarian 1 (SUMMER – TEMPORARY thru 9/30/14)**  
**Regulatory Services – Environmental Health – Food Protection Program**

POSTING DATE: April 30, 2014

CLOSING DATE: May 14, 2014\*

**PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

OPEN TO: The Public

POSITION CONTROL NUMBER: 107725SC

NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1<sup>st</sup> Shift/35 hours/week

SALARY GROUP/RANGE: ES 20/\$1,884.87 Bi-Weekly

**NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.**

This position will be responsible for inspecting food establishments and creating letters and reports in the field, while maintaining regular contact via email and phone with the Food Protection Program. In addition, this position will be responsible for sending reports and letters to applicable programs from the field, and attending weekly meetings at DPH to review inspection reports and schedules.

**Preferred Skills:**

- Experience implementing, monitoring and enforcing food service establishment regulations;
- Valid driver's license and willingness to travel throughout the state to conduct inspections and investigations beginning early in the morning;
- Experience communicating, both verbal and in writing, with staff and the public;
- Experience working as a team, and also independently, and utilizing organizational skills;
- Experience writing inspection findings, letters, reports, written analyses of regulations and guidance documents (Note: If invited to interview, candidates will be asked to provide a writing sample);
- Experience working with spreadsheets, data bases, and word processing software, including Microsoft Word, PowerPoint, Excel or Access;
- Experience scanning and electronically indexing documents for archival purposes and remote distribution.
- In addition to the above, valid Food Inspector Certification helpful.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skill and Ability:**

Knowledge of causes, impacts and prevention of environmental health problems in communities; knowledge of mathematical concepts including statistical analysis; knowledge of biological concepts and principles relating to environmental health; knowledge of laws, statutes and regulations pertaining to environmental health; knowledge of inspection and investigatory techniques related to public health hazards; interpersonal skills; oral and written communication skills; ability to analyze health conditions and recommend effective solutions.

**EXPERIENCE AND TRAINING:**

**General Experience:** Five (5) years' experience in technical environmental health work.

**NOTE:** Environmental Health is a broad discipline that is concerned with assessing and controlling the impact of the environment on human health.

**Substitutions Allowed:** 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in environmental health or public health including twelve (12) hours of environmental health courses may be substituted for one (1) additional year of the General Experience.

**Special Requirement:** Incumbents in this class may be required to travel.

**Working Conditions:** Incumbents in this class may be exposed to some risk of personal injury or physical harm due to on site environmental conditions and some discomfort from year round weather conditions.

**PLEASE NOTE:** This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

**Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12) INCLUSION OF A RESUME IS OPTIONAL. THE ORIGINAL AND ONE COPY OF ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:**

Department of Public Health  
410 Capitol Avenue, MS #13PER  
PO Box 340308  
Hartford, CT 06134-0308  
FAX: 860-509-7184 (if faxing, only one application is necessary)  
**EMAIL: [dph.recruitment@ct.gov](mailto:dph.recruitment@ct.gov)**

\* The closing date is for this posting. This may differ from the examination closing date for a competitive examination. Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 509-7223).

**THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860/509-7220.**