

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. – 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: May 29, 2018
NO: M13-18

CLASSIFICATION TITLE
DIRECTOR OF ENVIRONMENTAL HEALTH
(Canton City Health Department)

PAY RANGE
Level 7 \$49,696 - \$74, 252
Level 8 \$56,318 - \$87,625

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Applicants must submit a copy of driver's license, a current resume, and unofficial college transcripts, any valid public health professional license or certification(s), and any other documentation pertaining to this position must be on file no later than **Friday, June 22, 2018 at 4:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. S.W., Canton, OH

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure work experience, education, knowledge of public health, and communication skills.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE. SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

MINIMUM QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in Environmental Health, Sciences, Business Administration, Public Health Administration, or related field. Master's degree preferred. If applicant has MPH the pay grade will be level 8. Applicant will be required to obtain a Master's in Public Health degree within 4 years of hire if not already qualified, upon successful completion the pay will increase to level 8. Minimum of five years of public health program administration experience, at least three of which must have been in a leadership capacity. Expert knowledge of public health laws, practices, and policies. Strong working knowledge of Ohio Revised Code and demonstrated knowledge of applicable regulatory standards and policies. Expert providing excellent customer service, verbal and written communication skills, and presentation skills. Excellent interpersonal relationship skills and cultural competence. Strong leadership ability. Mathematical aptitude necessary to develop and monitor expenditures.

PREFERRED QUALIFICATIONS

Strong proficiency with use of PC hardware & basic software (i.e. Microsoft office), email, and office equipment (i.e. copier, fax, scanner, telephone, etc.). Strong proficiency with Microsoft office products. Strong proficiency with internal databases, online data management systems, and data collection methodology. Current certification in Incident Command System (ICS) training courses IS-100, IS-200, IS-300, IS-400, IS-700, and IS-800.

POSITION SUMMARY

A member of Canton City Public Health senior management team, this position provides leadership, oversight, and program management for the Environmental Health service area. Oversees the research, funding, programming, establishment of existing and new programming in this service area. Participates in the creation and monitoring of the Canton City Public Health strategic plan. Ensures that all operations, budget, and programming in Environmental Health are conducted and monitored in a safe, timely, and efficient manner with focus on customer and community service.

WORK ENVIRONMENT

Performance of duties requires frequent sitting, hearing, and eye/hand/foot coordination. Will include driving of passenger vehicles. Frequent talking is required along with occasional engagement in repetitive motions. Duties will involve representing the department favorability in public setting such as meeting, workgroups, presentations, and as a public spokesperson to the media. Performance of primary duties takes place in a regular office environment with occasional exposure to adverse environmental conditions. Primary duties will include working outdoor with potential exposure to inclement weather, trip hazards and other environmental exposures.

*****IMPORTANT NOTICE TO VETERANS*****

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the Director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade. **A copy of DD-214 (long version) must be submitted with the application.**

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARDED IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver's license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees all services within assigned service area and identifies needs and opportunities to provide new services. Ensures service area compliance with all applicable department and legal requirements. Initiates corrective and enforcement actions to correct deviations. Directs the day-to-day activities of environmental health staff including training, counseling, evaluating staff performance, and recommending discipline of staff. Assures that all staff are providing excellent customer service. Reviews and approves employee schedules and time off requests; review and approve daily logs, mileage logs, and expense reports. Prepare and monitor budgets (i.e. grant and general revenue budgets) and ensures compliance with department and other funding agency guidelines. Authorizes purchase orders, invoicing, and payments to contractors for services. Provides administrative and fiscal oversight of programs and services within assigned program area. Identifies needs and opportunities to provide new programs of services. Ensures compliance with all applicable rules and statutes. Initiates corrective and enforcement actions for compliance deviations. Assumes responsibility for the development and implementation of needed policies and procedures. Notifies staff of any policy changes. Serves as a member of department senior leadership team. Participates in the creation and execution of the department strategic plan. Participates in department accreditation planning processes and leads service area strategic planning processes. Participates in quality assurance and improvement activities. Conducts assessments of existing programs and services to ensure alignment with department, local, state, and national public health priorities. Monitors local, state, and federal regulatory changes. Develops and maintains relationships with community stakeholders, and local and state public health organizations. Engages in networking activities with external public and private sector organizations. Represents department on local, regional, and statewide committees or work groups. Participates in the legislative process as needed. Responds to media requests when requested. Analyzes public health trends and makes recommendations to the Health Commissioner. Assist the Health Commissioner in developing long-range staffing and organizational plans to facilitate proactive changes. Develops and delivers recommendations to the Commissioner and Board. Develops and extracts reports from various data sources for delivery to internal and external customers. Gathers and organizes documents to satisfy public records requests or other reporting obligations. Collaborates with leaders from other program areas to coordinate unified and effective responses to any public health emergency or investigation. Serves on the department Incident Command System (ICS) team, and assists in identifying necessary emergency response roles and protocols for identified service area staff. Provides appropriate staff preparedness training as needed. Performs other duties as assigned.