



INVITES YOUR
INTEREST IN THE
POSITION OF



DIRECTOR OF HEALTH & ENVIRONMENTAL CONTROL

CITY OF VERNON
4305 SANTA FE AVENUE, VERNON, CA 90058

EXCLUSIVELY INDUSTRIAL

THE COMMUNITY

The City of Vernon is an industrial city of 5.2 square miles located about five miles to the southeast of downtown Los Angeles. Founded in 1905 as the first exclusively industrial city in the Southwestern United States (its residential population is 200). Vernon currently houses more than 1,800 businesses that employ approximately 50,000 people, serving as a vital economic region.

Vernon offers an environment uniquely friendly to business and is home to many Fortune 500 companies in industries that include food and agriculture, apparel, steel, plastics, logistics and home furnishings. Vernon maintains strong philanthropic ties with the neighboring communities where much of its workforce lives, providing significant support for public services such as health care and education.



Over the years, Vernon has grown into one of the most efficient and business friendly city governments in the region. This is due to several factors including:

- Vernon offers an array of municipal services tailored to meet the needs of the business community.
- Vernon is one of 178 cities in the United States with a Class 1 rated Fire department and one of four cities in California with its own Health and Environmental Control department, specializing in industrial issues.
- Competitive tax levels
- City-owned and operated utilities, offering competitive rates for water, electricity, gas and fiber optics.
- Vernon was a finalist in the 2015 and 2014 Los Angeles County Economic Development Corporation's "Most Business Friendly City" award competition for cities with less than 50,000 residents; Vernon won the award in 2008.



THE ORGANIZATION

The five members of the City Council are elected at large, on a non-partisan basis, for five year staggered terms and, as a result of 2011 Charter amendments, no person may serve more than two full terms of office. The Mayor is selected by the Council.

The City's total budget for FY 2015-16 is a little over \$340 million (the General Fund budget is almost \$57 million) with approximately 250 employees.

Vernon continues on the path towards creating greater accountability and transparency with the goal to create a model government.

In the past five years, Vernon has undergone tremendous change. Through the city's implementation of more than 150 good governance reforms, Vernon – the city that has billed itself as "Exclusively Industrial" for over 110 years – has firmly established itself as a model city for good governance. The City Council is seeking a Department Head committed to good governance practices.

Key challenges and opportunities facing the Director of Vernon Health & Environmental Control include:

- Establishing and maintaining effective communications with federal, State, and other local agencies relating to public health and environmental programs and issues.
- Working collaboratively with the City's executive team and elected officials to further the City's efforts to become a model city.
- Providing guidance to City Administration and other City departments on environmental issues including environmental assessments of soil and groundwater.
- Coordinating the implementation of a wide range of environmental public health programs including: Unified Program (Hazardous Materials, Hazardous Waste, Underground Tanks, Above-ground Tanks, etc.), Food Safety, Solid Waste, Water Quality, Vector Control, Storm Water.

THE POSITION

The Director of Health and Environmental Control provides leadership and directs the activities of the professional and administrative staff members of City's Department of Health and Environmental Control.



The Director of Health and Environmental Control is considered a critical member of the Executive team that has been assembled to successfully address and respond to the myriad of issues that Vernon faces on a daily basis.

The Director of Health and Environmental Control supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with the public and City staff.

The Director of Health and Environmental Control must have diverse knowledge in a variety of fields and be able to direct staff. The role requires the oversight of any and all health and environmental control matters, the utilization of expertise to evaluate solutions, and the ability to provide critical feedback to urgent, complex issues that arise. Flexibility, levelheadedness in high-pressure situations, effective verbal and written communication, and delivery of sound direction to staff are components of an effective leader for the Health and Environmental Control Department.



ESSENTIAL JOB FUNCTIONS

This is not a comprehensive listing of all functions and duties performed by incumbents in the Director of Health and Environmental Control classification:

- Manages the Health Department through effective planning and fiscal management; provides leadership, direction and guidance in health and environmental strategies and priorities; evaluates and analyze issues, and recommends and implements solutions; monitors and assures public and environmental activities and procedures are in compliance with all laws, policies, and regulations.
- Conducts analyses and evaluations of environmental and public health programs in terms of present and future needs of the community.
- Acts as the Health Officer in conformance with State and local laws.
- Manages Health Department staff, prioritizes projects, evaluates performance, and resolves workload and technical issues; assures that appropriate services are provided.
- Provides leadership and direction for all health and environmental control programs and activities.
- Coordinate programs with other City of Vernon departments and with regional, State and Federal agencies.
- Responds to environmental health complaints, coordinates environmental risk assessments, and directs the resolution of environmental health issues.
- Responds to emergency incidents involving hazardous materials and disease vectors; coordinates inter-agency investigations of environmental health hazards and emergencies.
- Monitors changes in proposed legislation and makes recommendations affecting public and environmental health matters.
- Represents the City of Vernon and acts as Commission Director of the Sustainability Development and Energy Efficiency Commission.
- Keeps abreast of current principles and practices of environmental health including regional public health protocols, environmental protection issues, and regulatory enforcement standards.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

THE IDEAL CANDIDATE

The ideal candidate is someone who can properly prioritize his/her workload, follows through, and who is detail oriented, well organized, decisive and has a sense of urgency. He/She should be a team player who is open and approachable; able to identify, select and motivate subordinate staff; and can handle ambiguity. Furthermore, he/she should be responsive, in a timely manner, to requests from the Council, City Administrator, Department Heads and the public. He/She must be hardworking, energetic and confident, with a "can do" attitude. Finally, the Director of Health and Environmental Control needs to be trustworthy, ethical, articulate, and have good people skills.

Education Training and Experience:

Bachelor's Degree in Public Health, Environmental Health, Biological Science, Chemistry, or related science field; AND five years of experience at an upper management level involving program planning, training and supervision of field activities in a California public health/environmental regulatory agency.

Master's Degree in Public Health, Public Administration, or a related field is desirable.

License and Certification Requirements:

A valid California State Driver's License is required.

Certificate of registration as an Environmental Health Specialist from the California State Department of Health.

Additional specific technical certifications are preferred and may be required.



Knowledge of:

- Federal and state laws, codes, rules, and regulations related to public/environmental health.
- Techniques and practices for efficient and cost effective management of resources.
- Regional public health protocols, environmental protection issues, and regulatory enforcement standards.
- Techniques of investigating and resolving complex environmental health problems and conditions.
- Physical and biological science standards and guidelines used in environmental quality controls.
- Environmental research and statistical evaluation principles and methods.
- Techniques of investigating, inspecting, and resolving public health issues.
- Customer service and public relations methods and practices.
- Record keeping and file maintenance principles and procedures.
- Financial planning and accounting.
- Information technology.
- Personnel management and motivation.

Skill in:

- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance
- Working effectively with others to develop solutions for public/environmental health problems.
- Applying environmental health and safety principles and practices in a regulatory environment.
- Inspecting, testing, and analyzing complex multidisciplinary environmental health issues.
- Interpreting technical instructions and analyzing complex variables.
- Following and applying scientific principles and procedures for public/environmental health investigations.
- Collecting and analyzing data, and making appropriate recommendations.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.



Compensation:

The proposed monthly salary range for this position is \$14,297.00—\$17,378.00. Salary placement depends upon qualifications. In addition, benefits are provided which include: vacation, holidays, sick leave and administrative leave; medical, dental, vision and life insurance aggregate allowance of \$13,440 per year; pre-tax supplemental insurance plans offered through AFLAC, Colonial Life, and Mutual of Omaha; the option of participating in a Section 125 IRS Plan for reimbursement of dependent care and medical costs; retirement through the California Public Employees Retirement System (CalPERS), with a 2.7% at 55 formula for classic members (classic employees pay an 8% contribution) and a 2% at 62 retirement formula for new members (currently new employees pay a 6.75% contribution); 457 deferred compensation plan available at employee cost (City does not contribute); the City does not participate in Social Security; credit union membership available. The City has a 4-10 work schedule.



HOW TO APPLY

To apply for this outstanding opportunity to work for a dynamic, growing and progressive City, please visit our website at www.cityofvernon.org to apply online. The City of Vernon is an Equal Opportunity Employer.

Filing Deadline: Sunday, July 17, 2016

If you have any questions, please do not hesitate to contact Lisette Michel Grizzelle, in the Human Resources Department at (323)583-8811 ext. 166.