



EMPLOYMENT OPPORTUNITY

CLASS: 6108 **TITLE: ENVIRONMENTAL HEALTH TECHNICIAN I**
(jo1)

DEADLINE: November 20, 2009

SALARY: \$2,033 - \$2,472 Biweekly

POSTED: November 6, 2009

JOB DESCRIPTION:

The Department of Public Health's **Environmental Health Section-Massage Program** is accepting applications for **one (1) full-time** position in class 6108 Environmental Health Technician I, which will be assigned to the Special Programs Section located at 1390 Market Street in San Francisco. **SHIFT:** Days, evenings and weekends may be required.

Appointment Type: Permanent and Provisional applicants encouraged to apply. Provisional applicants must participate in a Civil Service examination for this job classification to become permanent.

ESSENTIAL DUTIES:

Under supervision the Environmental Health Technician I performs the following essential functions:

- Provides information on the application requirements and process for massage establishments, and practitioner's permits to the public, as well as provides general assistance;
- Processes massage establishments, outcall service establishments, and Massage Practitioners Permits;
- Reviews and verifies practitioners diplomas;
- Schedules and administers massage practitioners examination;
- Prepares permits to operate, as well as necessary notices;
- Takes and issues massage practitioners' photo identification;
- May conduct site visits to verify unlicensed establishments and practitioners, and may issue notices and citations to massage establishments and practitioners for violation of the massage Ordinance or Director's Rules and Regulations;
- Issues notices for unpaid licenses;
- Receives and documents public health complaints regarding massage establishments;
- Makes appropriate referrals to other City Agencies;
- Assists with developing of presentations to community groups and practitioners;
- Performs other related duties as assigned/required.

MINIMUM QUALIFICATIONS:

1. Two (2) years, within the last six (6) years, of work experience in a public health/environmental agency or a related regulatory service agency, performing duties similar to those described above; **OR**
- 2.a. Completion of twenty-four (24) semester units from an accredited college or university in engineering, mathematics, physical, natural and/or biological sciences; **AND**
- 2.b. Two (2) years, within the last six (6) years, of work experience involving direct public contact; **OR**
3. Possession of a baccalaureate degree from an accredited college or university with the completion of at least twenty-four (24) semester units in engineering, mathematics, physical, natural and/or biological sciences.

Special Condition: Possession of a current California Driver's License and the ability to furnish a car and required insurance.

CONTINUED

Verification/Waiver: Verification of qualifying experience, education, and/or training is required at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

DESIRED QUALIFICATION(S):

- Good knowledge of general computer use and data entry;
- Proficient in Microsoft Word, PowerPoint and other Windows applications;
- Ability to handle stressful situations;
- Ability to walk for extended periods and bend down often;
- Excellent written and verbal communication abilities including the ability to articulate and communicate health codes, regulations and requirements in simple terms;
- Experience addressing public complaints and public conflicts;
- Experience working with culturally diverse individuals and community organizations;
- Fluent in Cantonese/Mandarin.

APPLICATION PROCEDURE:

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Dr. Johnson Ojo, Environmental Health Section, 1390 Market Street, Suite 210, San Francisco, CA 94102 by November 20, 2009**. CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed. www.sfdph.org

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*