

**STATE OF ILLINOIS
DEPARTMENT OF PUBLIC HEALTH
SPRINGFIELD, ILLINOIS 62761**

**POSITION
VACANCY
FORM**

AN EQUAL OPPORTUNITY EMPLOYER

STATE EMPLOYEES interested in bidding for this position should complete the appropriate CMS application (CMS-100 or CMS-100B) and either a Bid Form for Bargaining Unit positions (AFSCME, IFPE, and INA) or a Bid Form for Non Bargaining Unit positions. Attach it to the application form, and mail to the Personnel Liaison at the address provided below no later than the closing date of the posting. It is the employees' responsibility to submit the appropriate CMS application to Central Management Services prior to the closing date and ensure that the appropriate grade is obtained. Subject to the regulations of the competitive Promotional Program, submission of a CMS-100B Promotional Examination Application (for promotions) by the bidder should occur prior to, or concurrent with the submission of a bid form. **IF NOT A STATE EMPLOYEE, PLEASE CONTACT THE DEPARTMENT OF CENTRAL MANAGEMENT SERVICES (CMS) REGARDING STATE EMPLOYMENT at www.cms.illinois.gov.**

POSITION TITLE: Environmental Health Specialist 1 **Posting ID#** 52-17-0299 **R.C.:** 062

POSITION ALLOCATION NUMBER: 13768-20-53-508-60-81

POSITION LOCATION: OHProt/Food, Drugs and Dairies Bellwood

SALARY RANGE: \$3647 - \$5342 /Month

WORK SHIFT: 8:30 a.m. - 5:00 p.m.

DATE POSTED: 5/12/2017

BIDDING CLOSES: 5/25/2017

WHERE TO APPLY:

Illinois Department of Public Health (IDPH) Office
of Human Resources/Personnel
535 West Jefferson, 4th Floor
Springfield, IL 62761

BRIEF DESCRIPTION OF DUTIES:

Under immediate supervision, performs elementary professional environmental health duties assisting with technical field inspections and investigations related to Division of Food, Drugs and Dairies programs in accordance with the Illinois Food, Drug and Cosmetic Act, Grade A Pasteurized Milk and Milk Products Act, Tattoo and Body Piercing Establishment Registration Act and Tanning Facility Permit Act and implementing rules.

Requires a Bachelor's degree from an accredited university of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires elementary knowledge of biology, chemistry, microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and /or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a valid Illinois driver's license.