



STATE OF ILLINOIS
 Department of Public Health
 535 West Jefferson Street
 4th Floor
 Springfield, IL 62761-0001

<http://work.illinois.gov>

Invites applications for the position of:

ENVIRONMENTAL HEALTH SPECIALIST III - OPT 1

An Equal Opportunity Employer

BID ID #: IDPH 53-21-0078 & 53-21-0081

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 2

PLAN/BU: RC062

SALARY

Salary: Depends on Qualifications

OPENING DATE: 12/17/20

CLOSING DATE: 12/31/20 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under direction, performs complex professional environmental public health lead investigations, collects samples, investigates complaints and provides detailed technical reports and letters to enforce compliance applicable federal and state environmental health laws, regulations, policies and procedures within the Division of Environmental Health.

MINIMUM REQUIREMENTS

Requires a Bachelor's Degree from an accredited university or college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires three years professional experience in environmental health. Requires working knowledge of biology, chemistry, microbiology, and toxicology as they relate to environmental health and safety. Requires working knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires working knowledge of environmental health sanitation principles and practices.

Requires working knowledge of state and federal laws and department rules relating to the preservation of public health and safety against environmental hazards, the maintenance of sanitary conditions in public use areas, and the prevention and control of communicable diseases which are caused or spread by environmental factors. Requires working knowledge of field sampling and equipment and testing techniques. Requires ability to independently conduct routine field inspections and surveys to determine eligibility for licensure or certification and/or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to prepare detailed inspections reports correspondence, activity logs, and other materials. Requires the ability to travel extensively within the State and the possession of a valid Illinois driver's license. Prefers computer skills and experience in Microsoft software products including Word, Excel, Powerpoint, etc..

WORK HOURS & LOCATION/AGENCY CONTACT

Anticipated Starting Salary - \$5,224

Current Bargaining unit employees - CBA language applies

Full Bargaining Unit range - \$4,587 - \$6,820/month**Work Hours & Location:**

Monday - Friday 8:30AM - 5:00PM
Office of Health Protection
Division of Environmental Health
2121 South First St.
Champaign, IL

Agency Contact:

Office of Human Resources
535 W. Jefferson St. 4th fl
Springfield, IL 62761
Phone: 217-785-2031
Email: DPH.HRAApplications@illinois.gov

Where to Apply:

DPH.HRAApplications@illinois.gov

Include posting ID # and bidders names in the subject line when applying.

****PLEASE SEE NEW CMS GRADING PROCESS BELOW****

Signed Bids/applications must be received at the DPH.HRAApplications@illinois.gov by the closing date of the posting, late applications will be considered ineligible.

CANDIDATES MUST SUBMIT A SEPARATE SIGNED BID FORM AND SIGNED CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.

HOW TO APPLY

CURRENT STATE EMPLOYEES seeking a promotion: Submit an **Official Position Vacancy Bid Form and CMS-100B**. Current state employees seeking a promotion should submit a CMS-100B (version dated 9/2020) to the Agency Contact address listed above. Older versions of the CMS-100B will not be graded or returned to applicants. **Failure to complete and submit the current CMS-100B version dated 9/2020 or after will result in your application being rejected. CMS Examining will no longer accept CMS-100B applications submitted directly from Applicants.**

CURRENT STATE EMPLOYEES seeking a reduction and Former State Employees: Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020) to the Agency Contact address listed above. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. **Failure to complete and submit the current CMS-100 version dated 9/2020 or after will result in your application being rejected.**

CURRENT STATE EMPLOYEES seeking a transfer: Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020) to the Agency Contact address listed above. A separate Bid and Application is required for each Posting/Bid ID or your bid will be rejected. A transfer request will be valid for one year. **Failure to complete and submit a transfer request or the current CMS-100 version dated 9/2020 or after will result in your application being rejected.**

Non-State Applicants: Submit a **CMS-100 Employment Application** (version dated 9/2020) to the Agency Contact address listed above within 5 business day of the posting close date. A separate Bid form and Application is required for each Posting/Bid ID or your bid will be rejected. **Failure to complete and submit the current CMS-100 version dated 9/2020 or after will result in your application being rejected.**

[Click Here for Applicant Information and Grading Procedures](#)

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Environmental Health Specialist III:**Option 1 - Environmental Health**[Class Specification](#)[Additional Title and Exam Information](#)

These documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://work.illinois.gov>

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