

DEPARTMENT OF ENVIRONMENTAL HEALTH

Function & Organization Chart - FY 2003 - 2004

MISSION STATEMENT:

The mission of Alameda County Environmental Health Services is to protect the health, safety, and well-being of the public through promotion of environmental quality.

In order to accomplish this mission we will:

- Provide meaningful service to a diverse county population.
- Maintain the Leadership role in implementing existing and new environmental programs.
- Protect human health and the environment through enforcement and promotion of awareness, education, cooperation, and self-evaluation.
- Create an organizational environment where staff are confident and professional in delivering services to the public.
- Create clear functional lines of responsibility and authority.

DEPARTMENT OF ENVIRONMENTAL HEALTH

ENVIRONMENTAL PROTECTION (351100)

- ♦ Conduct inspections, respond to citizen complaints, pursue enforcement action and educate business operators and the public on laws and regulations in the following programs:
 - Food Safety
 - Recreational Health
 - Water Quality
 - Liquid Waste
 - Housing and Institutions
- ♦ Inspect and issue permits to solid waste facilities and medical waste facilities
- ♦ Investigate complaints
- ♦ Implement Federal and State Statutes and regulations for hazardous materials/waste management
- ♦ Review and oversee the clean-up of underground fuel releases
- ♦ Operate three facilities to receive hazardous wastes from households and small quantity generators
- ♦ Databases and network services
- ♦ Produce management reports
- ♦ Maintain website
- ♦ Develop and implement IT solutions
- ♦ Plan, direct, coordinate and manage the administration, and operational activities
- ♦ Handle department budget, billing and contracts

1.0 Account Clerk I
 2.0 Account Clerk II
 1.0 Accountant I
 2.0 Accounting Technician
 1.0 Administrative Specialist II
 1.0 Billing Technician II
 3.25 Chief, Environmental Protection
 1.0 Director, Environmental Health Services
 .75 Environmental Health Specialist Trainee
 22.0 Environmental Health Specialist
 1.0 Financial Services Officer
 1.25 Hazardous Materials Specialist

5.50 Hazardous Materials Technician
 .08 Industrial Hygiene Engineer
 .50 Information Systems Analyst
 2.0 Information Systems Specialist
 1.0 Secretary I
 1.0 Secretary II
 11.0 Specialist Clerk
 1.0 Sr. Information Systems Analyst
 11.0 Sr. Environmental Health Specialist
 11.0 Sr. Hazardous Materials Specialist
 2.0 Sup. Hazardous Materials Specialist
 5.0 Sup. Environmental Health Specialist

LOCAL OVERSIGHT PROGRAM (351900)

- Oversees investigation and clean-up of contaminated sites.

6.0 - Hazardous Materials Specialist
 .50 - Specialist Clerk
 1.0 - Supervising Hazardous Materials Specialist

UNIVERSITY OF CALIFORNIA COOPERATIVE EXTENSION (351900)

- Develop, extend and bring about the use of research-based knowledge to improve specific practices and technologies to improve the quality of life.

1.0 - Administrative Assistant
 .60 - Health Services Consultant (SAN)

VECTOR CONTROL SERVICES (450121)

- Provide surveillance, investigation and control of disease-carrying insects and animals.
- Respond to complaints related to vectors.
- Conduct outreach and educational activities.

1.0 - Assistant Chief, Vector Control
 1.0 - Chief, Vector Control Services
 2.0 - Specialist Clerk
 1.0 - Sr. Environmental Health Specialist
 6.0 - Sr. Vector Control Officer
 2.0 - Sup. Vector Control Officer
 12.0 - Vector Control Officer