

Ministry: Health
Branch: Various Health Units
Location: Various

Working Title:
Level:
Classification:

Environmental Health Clerk
Range 9
Clerk

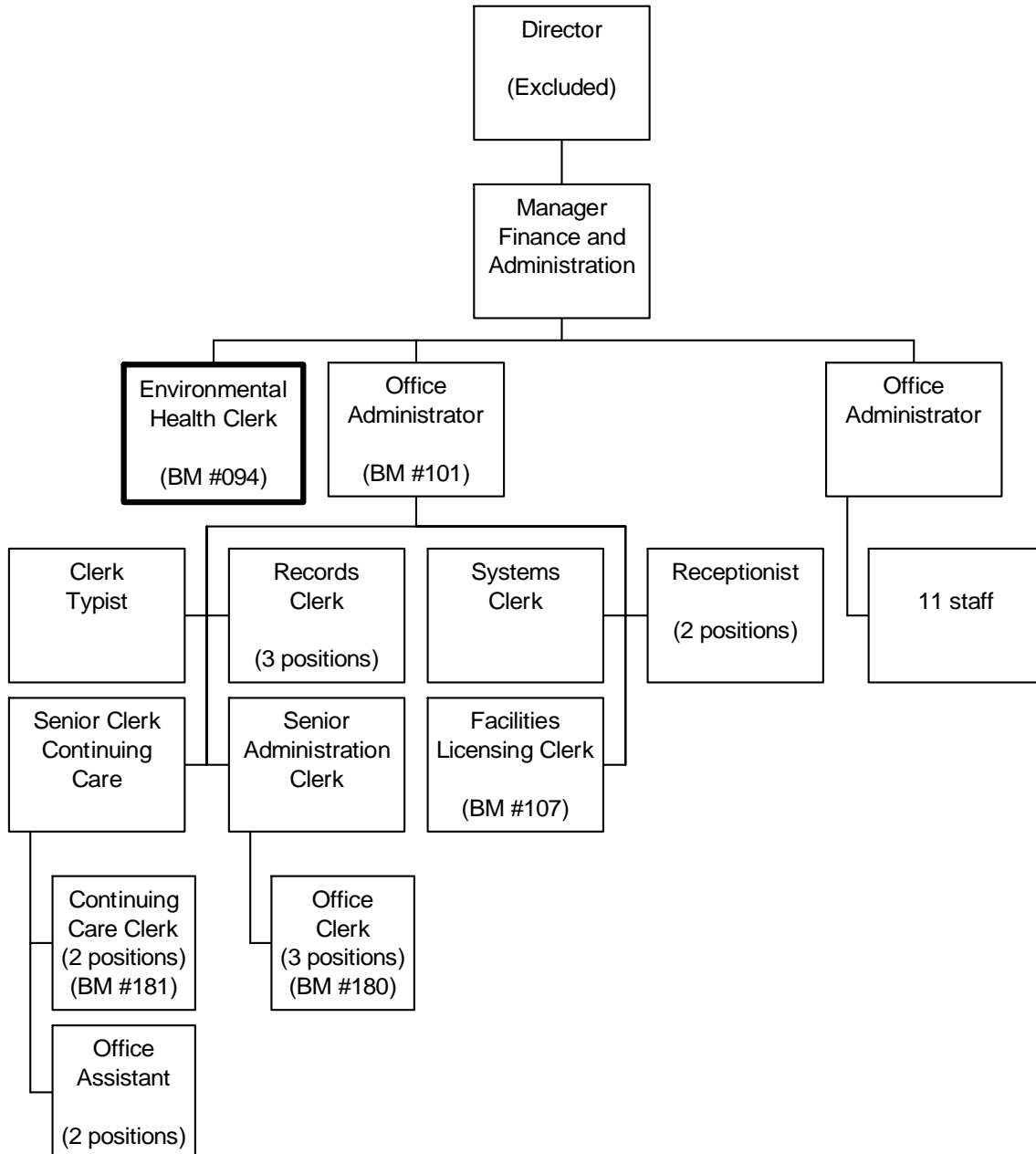
PRIMARY FUNCTION

To provide administrative and clerical support to the Environmental Health Inspection Programs for the Public Health Unit.

JOB DUTIES AND TASKS

1. Maintains records for public health inspection and water quality programs and services
 - a. compiles fee information and verifies with owners/operators; informs the public of test collection procedures
 - b. files information and transmits data to Victoria for invoicing
 - c. reconciles monthly and quarterly reports from printouts
 - d. enters water quality test results on computer and distributes results and related information to purveyors
 - e. maintains, updates and distributes monthly record of fluoride test results
 - f. organizes, collates, inputs and updates information from inspection reports onto Environmental Health Officer computerized information system
 - g. prints permits for swimming pools, whirlpools, food service establishments and water systems
 - h. formats and prints statistical reports for inspection planning, and workload assessments
 - i. compiles statistics on EHO's workload
2. Provides administrative support to Environmental Health Officers (EHO)
 - a. compiles information for Annual Union Board of Health Report
 - b. records subdivision proposals, attaches correspondence and distributes to appropriate EHO
 - c. records and files Waste Management applications, permits and amendments
 - d. responds to confidential enquiries on non-controversial environmental policies and procedures and redirects calls from consultants, media, staff and public
 - e. establishes, organizes, maintains and updates office filing system for use by EHOs
 - f. maintains and updates policy manuals, product catalogues and equipment inventory
 - g. retrieves and enters files using B.C. Assessment folio numbers of clients
 - h. collects, secures, balances and deposits money from sewage applications and issues refunds and receipts
 - i. records bi-weekly deposits to Government Agent and prints revenue reports for deposits
 - j. compiles information for clients/general public on sewage disposal applications and related Acts
3. Maintains Foodsafe Training Records
 - a. enters student name, personal data and test results into computer system
 - b. keyboards certificates and letters informing student of results and drafts routine correspondence
 - c. compiles materials for instructors, maintains exams and updates BC Foodsafe Registry
 - d. keyboards agendas and correspondence for Foodsafe Regional Council and Program Inspector
4. Performs other related duties
 - a. makes travel arrangements for Chief and Deputy Chief Environmental Health Officers
 - b. distributes incoming mail and prepares outgoing mail
 - c. packages food samples, stool samples and insects to be sent to labs for analysis
 - d. provides formal training on using computer programs to EHOs

ORGANIZATION CHART
Benchmark Job #094



REASON FOR CLASSIFICATION

Benchmark Job #094

Job Title: Environmental Health Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Know a variety of administrative functions and understand how they relate to the Environmental Health Inspection Program to compile reports of public health inspection statistics, record financial information, process applications, inform the public on test collection procedures, organize the office filing system and maintain information for Foodsafe Training and Board of Health.</p>	D	100
2	<p>MENTAL DEMANDS Judgement to recognize known differences and determine the priority of tasks to provide administrative support, verify accuracy of fee compilations and reconcile balances, maintain computerized information system, compile statistical reports and provide information in response to inquiries.</p>	C	60
3	<p>INTERPERSONAL COMMUNICATION SKILLS Tact required to answer general inquiries related to non-controversial environmental policies and procedures</p>	B	20
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to keyboard to enter and update inspection records and produce reports and correspondence with some requirement for speed to meet deadlines.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by specific procedures, select a course of action to complete assignments using previous instruction to organize, collate and input data in public health inspection information system, collect, record, deposit and issue receipts for inspection fees and organize office filing system.</p>	C	50
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to collect, secure, balance and deposit money from sewage applications and to issue refunds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to set up a multiple user information system by establishing and maintaining filing system for the Environmental Health Inspection Program.</p>	D	22.5

REASON FOR CLASSIFICATION

Benchmark Job #094

Job Title: Environmental Health Clerk

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training to Environmental Health Officers on using computer programs.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Responsibility for own well-being and safety in a low risk environment.	A	5
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently visually focus on source documents and computer screen to enter and sight verify data.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen and printed material to enter data and generate reports.	C	12
12	SURROUNDINGS Exposure to body fluids and odours occasionally while packaging stool samples and insects to be sent to labs for analysis.	A	2
13	HAZARDS Limited exposure to hazards from frequent keyboarding.	B	4

Total Points: 326.5

Level: Range 9