

# Job Title: ENVIRONMENTAL HEALTH SPECIALIST I

Requisition ID **21291** - Posted **01/31/2023** - (West Chicago - 245 W Roosevelt Rd)  
(Sciences and Natural Resources; Health Services) - **Northern Region** - (DuPage)

**Agency:** Department of Public Health

**Office:** Health Protection

**Division:** Environmental Health

**Posting ID:** 53-21-0262

**Posted:** 01/31/2023 - 03/01/2023

**Salary:** \$4,164 - \$5,982/month

**Job Type:** Salaried Full Time

**County:** DuPage

**Number of Vacancies:** 1

**Plan/BU:** RC062

**\*\*\*\*A RESUME IS REQUIRED FOR THIS JOB POSTING\*\*\*\***

Please attach a DETAILED Resume/Curriculum Vitae (CV), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Department of Public Health must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

**Posting Identification #:**

53-21-0262

## Marketing Statement

The Illinois Department of Public Health (IDPH) is tasked with the oversight of communities within Illinois to achieve and maintain optimal health and safety. With an annual budget of over \$600 million in state and federal funds, 7 regional offices, 3 laboratories and over 1,100 employees, IDPH is equipped to fulfill its mission of protecting the health and wellness of the people of Illinois through the prevention, health promotion, regulation and control of disease and injury.

## Position Overview

The Illinois Department of Public Health is seeking a highly motivated individual to serve as an Environmental Health Specialist. Performs highly technical work within several multiphase environmental health programs in the regional office.

## Job Responsibilities

1. Under immediate supervision:
  - Performs elementary professional environmental investigations, collecting samples, investigating complaints, and providing detailed technical reports for supervisory review and approval.

- Travels to observe and participate in, the conduct of routine on-site investigation and sample collection for environmental programs to determine compliance with program mandates.
2. Prepares detailed reports on investigation findings, sample reports and corrective action necessary for compliance with applicable mandates and regulations.
    - Participates in the investigation of complaints and prepares materials for supervisory review and consideration with respect to potential violations.
  3. Participates in conferences, consultations and corrective action planning with owners, the public, program partners and the regulated industry related to applicable environmental programs.
  4. Attends and completes mandatory knowledge-based and practical training required by Division standard operating procedure and program requirements for regional program activities.
    - Receives training and orientation in the collection of data, documentary evidence, sample collection, environmental standard methods, laws, regulations, policies, and procedures with respect to the applicable environmental programs.
  5. Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

### Minimum Qualifications

- 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.

### Preferred Qualifications

1. Elementary knowledge of local, state and federal environmental health and public health laws and regulations.
2. Elementary knowledge of database information systems.
3. Ability to communicate effectively both verbally and written.
4. One year of experience in environmental field sampling equipment and testing techniques.
5. Excellent computer skills and work experience in Microsoft software products including Word, Excel, PowerPoint, and Access.

### Conditions of Employment

1. Requires the ability to travel extensively within the state.
2. Requires a current and valid driver's license.

**Work Hours:** Monday - Friday 8:30 to 5:00

**Work Location:** 245 W Roosevelt Rd West Chicago, IL 60185-3739

**Job Family:** Sciences and Natural Resources; Health Services

**Agency Contact Email:** DPH.HRAApplications@illinois.gov

**Phone #:** 217-785-2031

### Revolving Door:

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall,

prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:  
donotreply@SIL-P1.ns2cloud.com  
systems@SIL-P1.ns2cloud.com