Deputy Director for Environmental Health

Salary commensurate with education, training and experience.

It is the policy of Allegheny County that in order to receive a final offer of employment, candidates must successfully pass background checks as required for the position. If hired, employee is required to move into Allegheny County within one year of employment.

Pre-Employment Drug Screen Requirement
In accordance with Allegheny County policy, all prospective external applicants and re-hires who have received a written conditional offer of employment will be required to undergo a pre-employment drug screen within 48 hours of the acceptance of the conditional offer.

No applicant may begin employment until the drug test results are received by Allegheny County, and the applicant has been made a final offer of employment pursuant to meeting all hiring considerations.

Allegheny County reserves the right to revoke a conditional offer of employment for any valid, nondiscriminatory reason.

MINIMUM REQUIREMENTS
The successful candidate will have a combination of training and experience including:

• An undergraduate degree in engineering, science or environmental health science or other technical fields and an advanced degree in engineering, science management, public policy law or an equivalent field;
• Eight (8) or more years of professional environmental health work experience, including at least six (6) years in management;
• An equivalent combination of education, training and experience.

AND

Must pass a computer literacy examination administered by the Allegheny County Health Department with a score of 75% or higher.

NATURE OF WORK
This is a rare opportunity for an experienced leader to join a world class public health department, manage a highly skilled team poised for excellence and, in partnership with an array of internal and external constituencies, make monumental improvements in the lives of people and their environment.

The Deputy Director for the Bureau of Environmental Health supports the mission of ACHD to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable. The Bureau of Environmental Health protects the health of Allegheny County residents by improving air quality, ensuring safe installation and use of plumbing facilities and promoting wastewater and solid waste management.

The Bureau of Environmental Health currently has a staff of approximately 80 employees across three major program areas (air quality, plumbing and wastewater and solid waste management) and an annual operating budget of $10 million. In addition to managing these programs, the Deputy Director will report directly to the Chief Operating Officer and the Director and collaborate with fellow deputy directors who manage the Bureaus of Clinical Services; Community and Family Health; Food, Housing and Policy; Data, Reporting and Disease Control; Administration as well as the Public Health Laboratory. The strategic pillars for ACHD include innovation, policy leadership, health equity, community engagement and workforce development.
Overall, ACHD is the public health department for the 1.2 million people and 130 municipalities (including Pittsburgh) of Allegheny County. In September of 2017, ACHD became a nationally accredited public health department. With a budget of approximately $37 million annually, ACHD has a diverse staff of approximately 400 people.

All employees with the Allegheny County Health Department may be required to respond to public health emergencies including, but not limited to, natural disasters, disease outbreaks, or catastrophic events.

Hours of work generally fall between 8 AM and 5 PM Monday through Friday with potential for occasional evening & weekend hours in the event of a public health emergency.

**KNOWLEDGE AND ABILITIES**
The Deputy Director for the Bureau of Environmental Health must possess the following:
- Significant experience leading and managing large teams devoted to complex tasks.
- Considerable experience developing strategies, implementing plans, evaluating performance, correcting course and reporting progress.
- Outstanding communication skills, written and verbal, and the ability to communicate both internally and externally, including to the public.
- Extensive experience assembling, analyzing and translating raw technical data conveying its meaning and impact in a clear and concise manner, including to the public.
- Knowledge of and experience with regulation and enforcement of the Clean Air Act and the Clean Water Act.
- A deep and abiding commitment to public service and health.

**FRINGE BENEFITS**
Paid holidays, personal days, vacation and sick leave benefits, medical coverage and dental benefits, a retirement plan, life insurance and a deferred compensation plan after eligibility requirements have been met.

**PERKS OF WORKING FOR ACHD:**
Professional growth through training opportunities (CPR, First Aid, Public Health Preparedness, Dignity and Respect, Points of Dispensing, and more); ability to advance in county system; job security; meaningfulness in daily work derived from public service; eligible for federal loan forgiveness; organizational commitment to ACHD’s mission to protect, promote, and preserve the health and well-being of all Allegheny County residents, particularly the most vulnerable.

**WHO IS ELIGIBLE**
Applications will be accepted from certified Merit System employees of the Allegheny County Health Department and outside candidates who possess the experience and training listed in this announcement and who are capable of performing the duties of this position.

**HOW TO APPLY**
Please visit our [WEB SITE](www.alleghenycounty.us/healthdepartment), CAREERS for an online application form and job announcement. Any additional information should be sent to the Office of Human Resource Management, 542 4th Avenue, Room 104, Pittsburgh, PA 15219. [UNTIL FURTHER NOTICE](mailto:HRM@alleghenycounty.us). YOUR OFFICIAL COLLEGE TRANSCRIPT MUST BE SUBMITTED DIRECTLY FROM THE COLLEGE OR UNIVERSITY FOR VERIFICATION OF COURSEWORK OR DEGREE.

**WEIGHTS**
- Minimum requirements and computer literacy examination 60%
- Relevant Experience 15%
- Supplemental questions 25%

**SCOPE OF THE EXAMINATION**
Computer Literacy Exam – Measures basic computer skills, basic knowledge of Microsoft Excel and Outlook, and typing.

Relevant Skills/Certifications – You will receive a score based on the experience you report on your application for employment. It is therefore important that you provide complete and accurate information. Failure to do so may delay the processing of your application or result in a lower than deserved score or disqualification. Call our Office of Human Resource Management if you have any questions.

**COMPUTER LITERACY EXAMINATION**
In order to be considered for this position, you must take and pass the Computer Literacy Examination. Please visit [https://es.eskill.com/es/quiz?testId=6355b28e3c1cc696](https://es.eskill.com/es/quiz?testId=6355b28e3c1cc696) to take the examination.
Supplemental Questions
Please be prepared to answer the following questions. You may upload as a Word document answers to the supplemental questions in the “Upload Page” of the application. Make sure to note “See attached” after the statement on the application form if you are attaching a separate document. If you are unable to upload the document, you can fax to 412-578-8153 or email to trudy.maxon@alleghenycounty.us.

1. Why are you applying for this position at this time and what in your professional training and experience would make you the best qualified candidate for this position?
2. Describe your experience successfully leading complex organizations.
3. In your career, what is the change you have led of which you are the proudest?
4. In your career, what is an example of a failure from which you learned the most?
5. Describe your experience interacting with the public and building relationships with different constituencies.

PURPOSE
To establish open competitive and promotional eligible lists for use in making merit system appointments in the Allegheny County Health Department. The list will contain the names of successful candidates ranked in the order of final earned ratings. The list will be in effect for one (1) year unless previously exhausted or superseded.

In the ranking, open competitive applicants qualifying for Veteran's Preference receive an additional ten points on the final earned rating. Form DD-214 must be attached to the application form for consideration for Veteran’s Preference. Determination of Veteran’s Preference is made in accordance with State Civil Service Policy.

IF YOU ARE CLAIMING VETERAN’S PREFERENCE, THEN PROOF OF ELIGIBILITY; DD-214 FORM OR OTHER COMPARABLE MILITARY DOCUMENT MUST BE SUBMITTED FOR INITIAL CLAIM. THE DOCUMENT MUST SHOW DATES OF ENTRY AND SEPARATION AND CHARACTER OF SERVICE.

CREDIT FOR A DEGREE OR COLLEGE COURSEWORK CAN ONLY BE ACCEPTED FROM AN OFFICIAL TRANSCRIPT SUBMITTED DIRECTLY FROM THE COLLEGE OR UNIVERSITY TO ALLEGHENY COUNTY HEALTH DEPARTMENT.

ALLEGHENY COUNTY CIVIL SERVICE EMPLOYEES (NON-ACHD)
Regular or probationary employees of County Departments currently in this classification, hired under a State Civil Service System, who apply for this position will not be considered as Open Competitive applicants. Those employees selected for transfer to the Allegheny County Health Department will be considered to have resigned their Civil Service status from the Department in which they are currently working and will be required to complete a probationary period with the Health Department.

PLEASE REFER TO INSTRUCTION SHEET FOR PROPER COMPLETION OF ALLEGHENY COUNTY EMPLOYMENT APPLICATION FORM.

This Announcement may be modified, amended or canceled by the Allegheny County Health Department at any time.

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