

# Health or Environmental Program Analyst

**Job Code**  
1884C1

**Job Title**  
Health or Environmental Program Analyst

**Pay Grade**  
30

## CONCEPT:

This is specialized, professional program analysis, planning, evaluation, or compliance work in administering and coordinating a specialized program or project. Work involves responsibility for analyzing and reviewing program components to develop recommendations pertaining to policy issues, legislation or agency proposals; or administering a program to ensure compliance with applicable laws, regulations, agency policies and procedures designed to protect and promote public health. Work also includes serving as a liaison between various department and other governmental agencies, compiling data and preparing reports, developing and analyzing policies, and conducting specific projects as directed.

## TASKS:

- Plans, organizes and directs a specialized or regulatory program and determines adherence to applicable laws, regulations, policies and procedures that protect the public on such matters relating to health, safety, food, licensing of health care facilities, pollution and environmental conditions.
- Coordinates program policies and procedures with federal, state and local agency representatives to assure compliance with the appropriate guidelines, standards or requirements.
- Supervises the process for corrective action and prepares formal enforcement actions in areas in which the field staff may have not been successful in obtaining compliance.
- Designs and manages the maintenance or records and preparation of reports concerning compliance with standards.
- Arranges and conducts meetings with groups or individuals to discuss program plans or present policy development.
- Monitors and provides consultation, technical assistance and training to groups or individuals or staff members.
- Conducts interviews with the media and special interest groups about program issues and administration.
- Develops technical bulletins, informational handouts and educational material for awareness and distribution to the general and regulated community.
- May supervise professional or technical staff.

## LEVELS OF WORK

- Class Group consists of one class.

**Minimum Requirements:** Four years of experience in analytical work. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/24