



Code: 2391
Family: Legal and Regulatory
Service: Health and Welfare
Group: Inspectional
Series: Sanitary Inspection

CLASS TITLE: HEALTH CODE ENFORCEMENT INSPECTION ANALYST

CHARACTERISTICS OF THE CLASS

Under supervision, inspects the physical and sanitary conditions of establishments regulated by public health codes to determine compliance with public health code requirements; performs related duties as required

ESSENTIAL DUTIES

- Inspects establishments (e.g., hotels, motels, SRO's, tattoo and body art parlors, tanning salons, day care centers, health clubs, etc.) to ensure that health and sanitation standards are met
- Inspects businesses, workplaces, schools, apartments and other locations in response to alleged violations of the Chicago Clean Indoor Air Ordinance
- Issues citations for non-compliance
- Interprets the health code and explains compliance requirements
- Re-inspects establishments to ensure violations have been corrected
- Documents inspection findings, maintains records and prepares reports
- Testifies at Administrative Hearings regarding violations
- Participates in joint task force inspections with other City and state agencies
- Works with clinic and hospital staff to ensure their compliance with health code reporting requirements
- Receives and responds to questions from owners/operators of establishments as well as members of the general public regarding the public health code and compliance requirements

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with an Associate's degree including nine semester hours in the biological or related sciences, plus one year of experience in the inspection, investigation and enforcement of health codes; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

CLASS TITLE: HEALTH CODE ENFORCEMENT INSPECTION ANALYST

- Potential to be exposed to inhospitable environments, bed bugs, rodents or other vermin, dust and smoke, ultraviolet light, blood borne pathogens and other substances

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator, etc.)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, etc.)
- Flashlight, measuring tape, personnel protective equipment (goggles, masks, gloves)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- geographical locations in the City
- environmental and public health hazards and their detection, reporting requirements, and treatment
- investigation and inspection methods, techniques, practices, and procedures (e.g., health inspection)
- record keeping and report preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- IDENTIFY PATTERNS - Identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material

CLASS TITLE: HEALTH CODE ENFORCEMENT INSPECTION ANALYST

- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
-

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2015