

Market Range Detail - Environmental Services Division Manager

Effective Date

September 26, 2016

Market Range Title Description

Positions in this market range title are responsible for a broad range of responsibilities in planning, directing, and managing the daily operations of a division within the Environmental Services Department. Primary responsibilities may vary depending upon operational assignment and typically include: determining program/division objectives, establishing goals, strategies and priorities; managing daily operations of division through subordinate supervisors; supervising staff including monitoring and evaluating performance, providing training, interviewing and hiring new staff and determining work priorities; determining program funding needs and strategies for obtaining funding; negotiate and resolve significant or complex issues; continually monitoring and studying statutory requirements and modifying program components to ensure compliance; designing and implementing operational policies and procedures; participating in the development and monitoring of the division budget and ensuring expenditures are appropriate and within budget.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$36.60	\$45.18	\$53.75

Likely Minimum Qualifications

- Bachelor's degree in Environmental Studies, Engineering, Physical or Natural Science or field related to area of assignment with a minimum of 30 semester hours of natural, physical or applied science coursework.
- Five years of experience in technical area of assignment or in program implementation and administration.
- Two years of experience in a supervisory/managerial role.
- Equivalent combinations of education and experience may be substituted for educational requirement.

Working Titles

- Environmental Health Division Manager
- Quality Assurance/Quality Control and Enforcement Division Manager
- Vector Control Division Manager

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.