

City of Minneapolis
 Employment Services Division
 250 South 4th Street, Suite 100
 Minneapolis, MN 55415
 612/673-2282
 612/673-2508 Fax
 Website: www.minneapolismn.gov/jobs

HEALTH INSPECTOR I

Exam # 21593 - Open Thursday, October 30, 2014 through Wednesday, November 19, 2014

Hourly	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Salary	\$20.531	\$23.017	\$24.365	\$25.575	\$26.926	\$28.162	\$29.398

POSITION INFORMATION:

- This position is with the Minneapolis Health Department under Food Lodging Pools Program Area.
- There is currently one (1) full-time, non-exempt vacancy.
- Fluency in Spanish, Somali, Hmong, Mandarin, Cantonese, Vietnamese, and/or Lao is highly desired.
- This is a team environment which promotes creativity and innovation.
- Work schedule flexibility is required. This is a seven- (7-) day-a-week operation. Incumbents work five (5) days, 40 hours per week with some on-call responsibilities.

Primary Responsibilities:

- Perform risk-based field inspections (using wireless remote computer technology) of food and beverage establishments, pools and spas, daycare centers, lodging and boarding facilities, schools, suntan and tattoo parlors and other environmental health-related operations to ensure compliance with public health standards, codes, and ordinances.

Job Duties:

- Assist businesses in implementing necessary environmental health and food safety standards in operation to safeguard the public.
- Observe storage, preparation, cooking and serving procedures of food and beverages; measure accuracy of equipment (e.g. thermometers, dish machines); inspect establishments for safety standards, cleanliness and sanitation; measure chemical concentrations write detailed inspection reports using appropriate code violations;
- Educate, train and advise operators on code requirements and assist with implementation of operational changes to meet code standards.
- Assist with the evaluation of new and used equipment for compliance with applicable standards.
- Issue orders, write citations, perform embargo and condemnation of food or equipment and recommend approval or denial of licenses.
- Monitor vendors at the Farmer's Market/short-term food events.
- Investigate assigned cases of reported food borne illnesses/complaints; determine cause, type, and extent of exposure/remedy in conjunction with state and county staff.
- Respond to questions from the public, elected officials, supervisors and employees to resolve misunderstandings about food and beverage codes and other sanitation standards.
- Participate on teams in special program areas to develop and revise guidelines, educational materials, ordinances and inspection procedures.
- Participate in Public Health Emergency Preparedness planning, training, and response.
- Carry out reasonable requests from supervisor.

Working Conditions: Approximately 15% office and 85% field inspections. Drive to inspection sites. Lift/maneuver equipment weighing 10-30 pounds into/out of vehicles, up steps and into buildings. Maneuver a two-wheeled cart. Reach/stretch to lift equipment to ceiling and bend/stoop/squat to floor to monitor compliance with food code. Depending upon assignment, some exposure to difficulties such as rodent/insect infestations, strong odors, filth and excrement, hazardous chemicals, abusive clients and temperature variations.

Education:

- Bachelor's Degree with a minimum of 45 quarter (or 30 semester) credits in a related science or equivalent.
- **Note:** You **must submit** a copy of your transcripts, showing successful completion of specific coursework, with your official City application. (Submit them to Joel Lampe's attention – Fax 612.673.2508 or Joel.Lampe@minneapolismn.gov and reference this job title and Exam #21593. **Without them, your application will be deemed as incomplete and it will not be considered further.**

Preferred Only Qualification:

- Fluency in one of the following languages is highly desired: Spanish, Somali, Hmong, Mandarin, Cantonese, Vietnamese, and/or Lao. Please clearly explain your fluency level (reading/writing/speaking/translating) in any of these.

License:

- Valid Driver's License while employed in this position. Continued employment is contingent upon this requirement.

Certification:

- **Food Manager Certification.** Within six (6) months of hire, must successfully obtain / maintain valid Food Manager Certification.
- **Certified Pool Operator.** Within six (6) months of hire, must successfully obtain / maintain valid Pool Operator Certification.
- **NOTE:** Continued employment is contingent upon obtaining (within six months) / maintaining these two (2) required certificates.
- If currently certified, please submit a copy with your official City application.

Registration:

- Must hold or have ability to obtain, by the time of job offer, Minnesota registration as an Environmental Health Specialist/Sanitarian. Registration by another state or the National Environmental Health Association may be considered for equivalency.
- **NOTE:** Continued employment is contingent upon maintaining this required, valid registration.
- Please submit a copy with your application.

Resume:

- You **must** submit a recent resume along with your official City application. **Without it, your application will be deemed as incomplete.**

Background Check:

- The City has determined that a criminal background check and/or qualifications / academic check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

Drug / Alcohol Testing:

- All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

Screening Questions:

REQUIRED. The Screening Questions are within the online application under the title Application Questionnaire. You must respond to each question. **If you do not respond to the screening questions by the application closing date, your application will be deemed incomplete and will not be considered further.**

Other Specifications:

- Knowledge of and the ability to interpret applicable codes, ordinances and regulations relevant to the specific work area.
- Knowledge of regulatory administration and enforcement.
- Knowledge of current research pertaining to food safety and sanitation.
- Good organizational, time management and analytical skills.
- Able to interpret specifications.
- Excellent oral and written communication skills.
- Able to be objective and effectively handle difficult situations.
- Incumbents will receive formal and on-the-job training in techniques and procedures essential to conducting various environment health and safety inspections, investigations and enforcement activities.

SELECTION PROCESS: Any one or any combination of the following selection tools may be used (100%): evaluation of related education/experience, oral exam, work simulation exercise, and/or writing sample. The right is reserved to limit the number included in any phase.

APPLICATIONS ACCEPTED:

Dates: Thursday, October 30, 2014 through Wednesday, November 19, 2014 **Contact:** City of Minneapolis HR Office
Phone: 612-673-2282 **Email Address:** Joel.Lampe@minneapolismn.gov

ELIGIBLE LIST WILL EXPIRE 45 DAYS AFTER BEING ESTABLISHED.
The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer.

FOR OFFICE USE ONLY MPEA '11-'13 Top 3 Scorers + Rule of the List 70.0 pass AC/IG/JL
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HEALTH INSPECTOR I

REQUIRED SCREENING QUESTIONNAIRE (Exam #21593)

Printed Name _____

You must respond to the following questions as part of your official city application. When you apply online you will see these questions as part of the application under the heading of Application Questionnaire. Responses must be received by us by the established application closing date. (Check yes or no or **ONE** of the correct multiple choice responses only.) Only one response per question will be considered.

1. Please rate your skill level relative to **Microsoft Word**.
 None
 Beginner (create and edit simple documents, change the appearance of documents using a variety of editing techniques).
 Intermediate (create custom templates and styles, manage tables and table data, insert graphics, etc.).
 Advanced (automate tasks by writing and revising macros, prepare documents for publication, modify an HTML page in Word, etc.).

2. Please rate your skill level relative to **Microsoft Excel**.
 None
 Beginner (create a basic worksheet, work with cells/cell data by using a variety of moving and copying techniques, perform calculations by using formulas, change the appearance of worksheets using a variety of editing techniques).
 Intermediate (use Excel template and user-defined templates, sort and filter data, re-use and share data by importing and exporting, create advanced formulas and audit worksheets, etc.).
 Advanced (apply conditional formatting, add data validation criteria, create and edit macros, work with multiple workbooks to create a workspace, etc.).

3. Please rate your skill level relative to **Microsoft Access**.
 None
 Beginner (create tables to hold data and establish table relationships, modify and work with data in tables, sort and filter data, create and modify queries, create and modify forms/reports).
 Intermediate (share data with other applications, modify table design to streamline data entry and maintain data integrity, design parameter and action queries, etc.).
 Advanced (compact databases, create and revise macros, automate data entry using macros, etc.).

4. I have successfully completed a Bachelor's Degree which included a minimum of 45 quarter (or 30 semester) credits in a physical, earth, life or health science. Yes No

5. I am willing and able to maintain a valid Driver's License while employed in this position. Yes No

6. I currently hold Minnesota registration as an Environmental Health Specialist / Sanitarian. Yes No

7. I currently hold registration as an Environmental Health Specialist / Sanitarian through another state (other than Minnesota) or through the National Environmental Health Association. Yes No

8. I am a Minnesota Certified Food Manager Yes No

9. I am currently a Certified Pool Operator. Yes No

10. I am trained in interpreting blue prints and specifications. Yes No

11. I have conducted field-based environmental health and safety inspections.
 None
 At least one (1) year
 More than one (1) year up to five (5) years
 More than five (5) years

12. I have conducted field-based inspections of food and beverage establishments.
 None
 At least one (1) year
 More than one (1) year up to five (5) years
 More than five (5) years

13. I have conducted training and/or educational sessions. Yes No
14. I have been involved in the plan review process for food establishments and/or institutional facilities.
 None
 At least one (1) year
 More than one (1) year up to five (5) years
 More than five (5) years
15. I have conducted pool inspections.
 None
 At least one (1) year
 More than one (1) year up to five (5) years
 More than five (5) years
16. I have investigated cases of food-borne illnesses and/or complaints.
 None
 At least one (1) year
 More than one (1) year up to five (5) years
 More than five (5) years
17. I have conducted environmental health and safety investigations. Yes No
18. I have been involved with regulatory enforcement activities Yes No
19. I am willing and able to conduct field inspections. Yes No
20. I am willing and able to lift and maneuver equipment weighing up to 30 pounds in/out of vehicles, up steps, and to ceilings (in order to conduct a proper inspection) Yes No
21. I am willing and able to bend/stoop/squat to the floor (in order to conduct a proper inspection). Yes No
22. I am willing and able to be exposed to rodents/insect infestations, strong odors, filth and excrement, hazardous chemicals and temperature variations, as a part of conducting field operations. Yes No
23. I am fluent in one or more of the following languages and have rated my ability to speak, write and read in those language(s) in my application: Spanish, Somali, Hmong, Mandarin, Cantonese, Vietnamese and/or Laotian. Yes No
24. I am willing and able to work a flexible work schedule. Yes No
25. I am willing and able to work with some on-call responsibilities. Yes No
26. I am willing and able to work a schedule other than Monday through Friday. Yes No
27. I currently hold a MN Lead Risk Assessor License. Yes No
28. I have conducted field-based inspections specifically related to lead hazard control. Yes No

IMPORTANT INFORMATION

Please read this announcement carefully before completing your application form.

BE COMPLETE

An official City of Minneapolis employment application form must be submitted for City positions. The information you provide about your education and experience will be used to determine if you are qualified for the position and whether or not you will be invited to the test(s). Fill out your application completely, leaving no blanks. If transcripts, licenses or certifications are required you must include copies of these documents with your application. These documents will not be returned.

QUESTIONS

If you have questions about a position, call the Human Resources Office at (612) 673-2282.

ELIGIBILITY FOR EMPLOYMENT

The 1986 immigration and Control Act requires us to verify eligibility for US employment. New employees must present documents such as birth certificate, social security card, green card or other proof within 72 hours of starting a new job.

RESIDENCY REQUIREMENT

You do not have to live in Minneapolis to apply; anyone who meets the requirements for a position can submit an application.

AFFIRMATIVE ACTION POLICY

The City of Minneapolis is an Affirmative Action/Equal Opportunity employer. The city hires and promotes without regard to race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability or affectional preference. If you believe that this policy has been violated, you may call the City's Affirmative Action Divisions at (612) 673-2282 or (612) 673-2085.

VETERAN'S INFORMATION

For qualified veterans, who are able to provide the proper support documentation, five points (ten points for disabled veterans) will be added to your test score. More information is provided on the application form.

TESTING POLICY

The City reserves the right to limit the number of people invited to test or to be invited to successive testing events.

PERSONS WITH DISABILITIES

The City encourages applications from persons with disabilities. Reasonable accommodation is available for testing and employment. The TTY number is (612) 673-2157. To arrange other types of test accommodation, fill in the confidential data form attached to the application form or call the telephone number listed on the job announcement. The job announcement is a general description of job duties. Essential and non-essential accommodations may be available for both essential and non-essential job duties.

PHYSICAL EXAMINATION

Appointment to some positions requires candidates to take medical examinations. These positions include Firefighter, Police Officer and others. A serious medical condition that prevents you from carrying out the duties of the position will cause you to be disqualified from that position. Some positions require a drug and alcohol test only.

BACKGROUND INVESTIGATION

Appointment to some positions will require that a background investigation be conducted for criminal history and/or qualification check. The job announcement will indicate if a check is required.

WAGES AND BENEFITS

The City's wage and benefits package is competitive with those offered by the private sector. The City provides health care, sick leave, dental and life insurance as well as retirement and survivor benefits. All permanent full time employees earn at least 12 days of vacation per year. There are 11 paid holidays per year.

PROMOTIONAL OPPORTUNITIES

The City encourages its employees to seek promotions to higher paying, more responsible positions. There may be training offered or training funds available for employees; check with your supervisors for available information.

CITY OF MINNEAPOLIS HUMAN RESOURCES
250 SOUTH FOURTH STREET, SUITE #100
MINNEAPOLIS, MN 55415-1339