

## EHS Specialist

**REPORTS TO:** Community Development Director

**FLSA STATUS:** Exempt

**STATUS:** Full-Time, 52 weeks, 40 hours per week

**SAFETY SENSITIVE:** Yes

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### **Job Summary:**

Responsible for complex assignments working in the administrative atmosphere within the EHS program.

### **Essential Functions:**

The EHS Specialist will ultimately be evaluated on a combination of skills, dispositions and behaviors, some of which are related to the specific service area of this position and others that represent general expectations of all our agency employees.

The EHS Specialist responsibilities chiefly fall within the following essential functions, although s/he may perform other tasks and/or duties as assigned. The EHS Specialist will demonstrate competency to perform essential functions that include:

1. Utilizes independent judgment to formulate, interpret and implement EHS administrative policies or practices.
2. Works independently and within a team environment on multiple initiatives designed to impact EHS service delivery.
3. Carries out special projects as assigned and prepares a variety of documents/reports using a variety of software programs.
4. Collaborates with other departments on processes and projects
5. Serves as a liaison between EHS site staff and technology department to resolve issues with software.
6. Support staff progress towards education requirements as mandated by HSPS and agency expectations.
7. Uses a variety of technology, software, social media and training formats, to facilitate employee learning.
8. Provides technical assistance to sites and EHS departments on EHS specific needs and software.
9. Responsible for ensuring timely review, monitoring, and status of staff requirements.
10. Assists in writing and forwarding applicant rejection letters.
11. Provides support for reference and background checks.
12. Process electronic requisitions, confirming coding accuracy, and completing approved vendor requirements.
13. Performs related work as required.

### **Minimum Requirements:**

- AA/AAS in business, computer science, computer programming or related field. BA preferred. All education must be from an accredited institution.
- Arizona's driver's license, proof of insurance, fingerprint card, and Social Security card, and provide a vehicle for program business.
- Health Questionnaire completed by a health care provider is required at hire and will be updated every 3 years.

### **Knowledge, Skills, and Abilities:**

- Experience with business, database systems, and demonstrated competency based on job specific capabilities.
- Ability to plan, coordinates, and expedites work projects.
- Ability to communicate with staff, co-workers, public, and vendors.
- Ability to work in an office setting.
- Employee must be able to read, write, and understand English.
- Demonstrated understanding of DCS reporting system, signs and symptoms of child abuse and neglect.
- Intermediate skills in computer operations, word processing applications, office machines, and copier systems.

### **Physical Requirements:**

Able to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision, specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus, hear or listen in the normal range (corrected) and speak and give directions clearly. Able to walk, sit, stand, kneel, crouch, crawl,

reach, lift, carry, push, pull or otherwise move objects up to 10 lbs., and occasionally lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in a classroom/office setting where minimal exposure to injury exists. Hours of work will generally be during regular business hours and average at least 40 hrs. per week. There will be work variations in work hours due to employee special projects, deadlines, and other concerns. PGCCS employees have the possibility of exposure to blood or other potentially infectious materials through collateral duty to their routine work assignments, such as rendering first aid if need arises, and seldom exposure to vibration, toxic conditions, odors, dust, mold and poor ventilation.

**Acknowledgment:**

This job description describes the general nature and level of work performed. The employee may be required to perform other job-related duties. All requirements are subject to change over time. I am fully qualified for this position, and can perform the duties as described. I understand that PGCCS is an Affirmative Action/EEO/At-Will Employer and that PGCCS reserves the right to revise this job description as necessary.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job and my questions have been answered thoroughly.

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Employee Signature

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Date