

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF REGULATORY ASSISTANCE **GRADE:** 24

**TITLE ABBREVIATION:** DIR REGULATORY ASSISTANCE **TITLE NO:** 563430

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** HEALTH

NATURE OF THE WORK: This position is responsible for assisting with the daily operations and the organization of the diversified regulatory requirements of the Environmental Health Division of the Department of Health. This position involves the responsibility of working to address, abate, and prevent violations of public health regulations. The incumbent is responsible for assisting the Principal Public Health Engineer and/or Principal Public Health Sanitarian with formulating policies and developing procedures for Division activities, responding to inquiries or complaints from the community, assuring that the administration of the permitting process, including inspections, is conducted in a timely manner including tracking and planning of the enforcement program. The work is performed in accordance with established policies and procedures, laws, and regulations.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class in the competitive classified service. The Director supports the Principal Public Health Engineer and Sanitarian by handling day-to-day issues related to the Division. Work is performed under the supervision of the Deputy Commissioner of the Department of Health with input from the Principal Public Health Engineer and the Principal Public Health Sanitarian. Leeway is permitted for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of support and clerical staff. Does related duties as required.

TYPICAL DUTIES AND TASKS:

Oversees the Daily operations of the Environmental Health Division including training, supervising, and evaluating support staff;  
Responds to FOIL requests with input from the Principal Public Health Engineer and Principal Public Health Sanitarian, as needed through the online FOIL system;

Directly or through subordinate staff: Coordinates Enforcement issues including documentation of notices of violations, preparation of stipulated agreements, preparation for pre-hearing conferences, scheduling of enforcement hearings, preparation of hearing documents,

and coordination with legal counsel regarding enforcement efforts of the Division;

Assists in developing, updating, and maintaining Division policies and procedures;

Maintains relationships and interacts with local, state, and federal agencies whose activities and/or policies impact the Division;

Assists in the preparation of the annual budget for Division and may assist in the preparing and monitoring of grants, contracts, and fiscal matters including billing.

Operates computer systems and applications such as County FOIL(GovQA), spreadsheets, word processing, calendar, email and other database software in performing work assignments and in order to prepare monthly, quarterly, and annual statistical and narrative reports for state and local agencies as well as internal requirements to maximize department efficiency and for reporting to the Budget Office, as requested;

Researches and compiles data and information, including changes in laws and regulations pertaining to Department's programs as directed by the Deputy Commissioner, Principal Public Health Engineer or Principal Public Health Sanitarian for development of changes to internal procedures and/or Orange County Sanitary Code;

Develops and maintains recording and reporting systems;  
Prepares monthly, quarterly, and annual statistical and narrative reports for state and local agencies as well as internal requirements for reporting to the Office of the Budget, as requested;

Reviews concerns expressed by the Deputy Commissioner of the Orange County Department of Health in relation to potential public health violations and attempts to assist regulated entities with coming into compliance with public health laws, NY State Sanitary Code, local codes, as well as other applicable statutes and regulations;

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Capacity to understand the elements of complex matters under the jurisdiction of the Department of Health. Knowledge of the principles and practice of the protection of Public Health through Orange County and New York State Sanitary Codes. Knowledge of Public Officers Law and County Law as they relate to information which may be disclosed or withheld from a FOIL request. Good knowledge of the budget process and financial management; ability to establish and effectively maintain working relationships with both sections of the Environmental Health Division; ability to carry out enforcement program objectives; patience;

ability to communicate effectively orally and in writing; capacity to problem-solve, set priorities, work within a complex bureaucracy, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's degree (or higher) in one of the following disciplines: public health, public administration, political science, communications, engineering, law, psychology, management or paralegal studies\* and five (5) years of administrative experience with three (3) of the five (5) being supervisory experience.

Note: A Doctorate level degree may substitute for the experience requirements.

Note \*Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 3/5/25