

Peckham & McKenney
“All about fit”



**Environmental
Health Manager**
COUNTY OF NAPA, CALIFORNIA

THE COMMUNITY

The Napa Valley is home to over 135,000 diverse residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of the nation's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities. Most Napa County residents live in one of the County's five incorporated cities or towns. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities. For more information on this charming locale, please visit the County of Napa's website at www.countyofnapa.org.

THE COUNTY

A general law county, Napa County is governed by a five-member Board of Supervisors who appoint a County Executive Officer to provide overall management for the County's operations, including day-to-day supervision of the County's appointed department heads. The County's general fund budget for



Fiscal Year 2024/2025 is \$325.9 million. The County's nearly 1,600 employees provide services to the public through 18 departments; five managed by elected department heads and 13 appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. As an organization, the County is dedicated to reflecting the best of the community's values: integrity, accountability and service, preservation of agriculture and the environment, and providing leadership and services to advance the health, safety and economic well-being of current and future generations.

THE DEPARTMENT

The Department of Planning, Building & Environmental Services (PBES) is made up of six main Divisions: Planning; Engineering & Conservation; Building; Code Compliance; Environmental Health; Natural Resources; and Parks. Administrative staff serve these six

divisions. Budget units reflect these divisions as well as department activities related to solid waste enforcement (Local Enforcement Agency), General Plan implementation, CEQA compliance, the Wildlife Conservation Commission, and the Groundwater Sustainability Agency.

The Environmental Health Division

is responsible for implementation of State mandated programs for the protection of public health, including permitting and inspections of retail food facilities, public pools, farmworker camps, mobile home parks, public water systems, on-site sewage systems, wells, groundwater permits, solid waste, body art, medical waste, facilities that possess and store hazardous materials, as well as underground or above ground storage tanks. The division staff also provide emergency response support and oversight of cleanup of sewage and hazardous materials releases. Staff work under the authority of the County Public Health Officer when responding to health emergencies.

The Department is supported by a \$24 million budget and 100+ full-time team members.

THE POSITION

Reporting to the Executive Leadership of Planning, Building, & Environmental Services, the Environmental Health Manager, plans, coordinates, implements, and oversees assigned programs, projects, and initiatives including ensuring a safe and clean environment by maintaining public and private compliance with federal, state and local laws and regulations regarding environmental health and hazardous materials control; directs, coordinates, and monitors the work of assigned staff, consultants, vendors, and contractors; and performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to County staff, boards, committees, and outside agencies; may act as the County's



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Director of Environmental Health for state purposes.

This position requires any combination of education and experience that would likely provide the required knowledge, skills, and abilities. A typical way to obtain the knowledge, skills, and abilities would be four years of increasingly responsible environmental health regulation and enforcement experience

PBES MISSION: We partner with the community to promote the health, safety, and sustainability of Napa County by providing a range of development services while balancing agricultural, environmental, and economic vitality.

PBES VISION: We are a solution-oriented team dedicated to providing exceptional service to our community and stewardship of our natural resources.

including two years of administrative and supervisory responsibility and a Bachelor's degree from an accredited college or university with major course work in public health, environmental health, public administration, or a related field.

Must possess a valid California driver's license and a valid certificate of Registration as an Environmental Health Specialist issued by the State of California.

THE IDEAL CANDIDATE

The ideal candidate is a California Registered Environmental Health Specialist with experience in one or more of the following areas: consumer protection; well and onsite wastewater treatment; hazardous waste; or solid waste. In addition, they will:

- Demonstrate effective team management, hold self and others accountable, and foster a culture of responsibility and high performance. Understand and utilize performance management strategies and metrics to drive results and accountability.

Be skilled in managing and developing programs and systems that support strategic objectives.

- Understand team challenges, seek solutions, and advocate for the team while maintaining clarity on the "why" behind decisions.
- Embrace and effectively lead through change, guiding others with confidence and actively work to shift and improve workplace culture in alignment with organizational values and goals.
- Continuously seek ways to better support the team, serve the public and streamline processes to enhance efficiency and user experience; proactively review and improve program operations to enhance impact and efficiency; and utilize technology to update and modernize systems and practices.
- Lead by example and invest in the growth and development of others and support a positive team environment.
- Demonstrate ability to manage public funds responsibly including the development and management of division budget, and the use of streamlined operations and judicious allocation of resources for optimum productivity.
- Work effectively across teams, departments, and external agencies, fostering cooperation and shared success.
- Approach problems with a constructive attitude and presents actionable solutions.
- Align work with the organization's mission, vision, and values, and promotes them in daily actions.
- Think critically and independently while effectively balancing organizational objectives, customer

experience, and team input.

- Communicate clearly and effectively with individuals at all levels, including elected officials, stakeholders, leadership, and front-line staff. Maintain professionalism and composure under pressure and be resilient in challenging situations.
- Demonstrate and integrate the values of PBES: Integrity, effectiveness, consistency, adaptability, and collaboration.



COMPENSATION AND BENEFITS

The current annual salary is \$147,596.80 - \$179,067.20. The salary is scheduled to receive a 3.5% COLA increase on 7/1/2025 and 7/1/2026.

In addition, the County offers an attractive benefits package, including:

RELOCATION REIMBURSEMENT:

Maximum of \$10,000 for intrastate and a maximum of \$15,000 for interstate, with a maximum of \$5,000 of that amount being allocated for temporary living expenses, if applicable.

WORKER PROXIMITY HOUSING

PROGRAM: Down payment assistance program available to County employees who meet qualifications.

RETIREMENT: The County participates in the California Public Employees' Retirement System (CalPERS) The benefit is 2% at 60 for classic members and 2% at 62 for new members. Individual employee participation is mandatory. The County does not participate in Social Security.

DEFERRED COMPENSATION:

Voluntary plan. The County matches employee contributions in the 457 Deferred Compensation Retirement Plan up to an annual max of \$1600 for FY 2024, \$1800 for CY 2025, \$1900 for CY 2026, and \$2000 for CY 2027 in a 401(a) plan. Management receives a \$1000 match into their 401(a) accounts, and then they receive SEIU's match.

MEDICAL INSURANCE: Choice of a variety of CalPERS Health Plans. The County makes a significant contribution toward premium for employee and dependents.

- Employee Only, 97% of the most commonly enrolled plan premium;
- Employee + One, 87% of the most commonly enrolled plan premium; and
- Employee + Two or More, 87% of the most commonly enrolled plan premium

POST-RETIREMENT MEDICAL:

County offers a post-retirement medical benefit program for those who meet the qualifications.

DENTAL: Choice of two Delta Dental plan options. The County pays full premium for employees and their dependents.

VISION: Employee pays premium for coverage with a choice of two VSP plans.

VACATION: 15–29 days annually based on years of service. Prior government



SEARCH SCHEDULE

Filing Deadline.....	June 8, 2025
Supplemental process (as necessary).....	June 17-19, 2025
Meeting to review all applicants.....	June 26, 2025
In-person panel interview process.....	July 10, 2025
In-person finalist interviews	July 11, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

service can be used in calculating vacation accrual rate at time of hire with the approval of the County Executive Officer.

SICK LEAVE: Twelve (12) days annual sick leave with unlimited accrual.

PERSONAL LEAVE: 19 hours credited during the first pay period of the calendar year.

MANAGEMENT LEAVE: 80 hours per calendar year with the ability to cash out up to 80 hours annually after meeting certain criteria.

HOLIDAYS: Fourteen (14) paid holidays per year.

WINTER TIME OFF: 32 hours of paid winter time off between December 26 – December 31.

EMPLOYEE ASSISTANCE PROGRAM: Employees and their dependents are entitled up to five (5) counseling sessions per incident at no cost.

LIFE INSURANCE: \$50,000 with the premium paid by the County; option to purchase additional insurance.

SHORT-TERM & LONG-TERM

DISABILITY: Employer paid benefit up to 66.67% of current salary paid after eligibility requirements are met and subject to maximum amounts.

CELL PHONE: At least \$70.00 a month depending on usage and department approval.

The County of Napa is an Equal Opportunity Employer.



THE RECRUITMENT PROCESS

Please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney
www.peckhamandmckenney.com

Please do not hesitate to contact Roberta Greathouse toll-free at (866) 912-1919, by cell at (831) 998-3194 or via email at Roberta@peckhamandmckenney.com, if you have any questions regarding this position or recruitment process.

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