



Data Specialist and Informaticist – Environmental Health

Job Description

Department: Health
Position: Career Service
Grade: 727
Supervisory: No
Reports to: Division Director - Environmental Health

Summary

Under general guidance and direction of the Division Director – Environmental Health, performs work as a licensed Environmental Health Scientist and coordinates operations of database development and management, workflow integration, data reporting, record management, and implementation of environmental health informatics.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate the digitization of physical records and maintain the department's electronic data system; assist with the process of ensuring all records and forms meet Americans with Disabilities Act (ADA) accessibility requirements; apply security measures to protect Personally Identifiable Information (PII); ensure confidential records are handled in compliance with privacy policies and retention schedules.
2. Serve as the technical expert for the development, implementation, and ongoing maintenance of database management systems used by the division while working with external vendors and the Information Systems (IS) department; ensure continued functionality and accessibility while coordinating system requirements and geographical area assignments with Division and Bureau Directors.
3. Coordinate development and maintenance of online and mobile inspection platforms for water quality, body art, tanning, food inspections, and other applicable programs to support field operations.
4. Collaborate with Bureau and Division Directors to integrate custom workflows into database systems and perform Environmental Health Scientist (EHS) functions across the Environmental Health Division to ensure comprehensive database integration.

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Effective Date: 7/2/2026
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

5. Coordinate development and maintenance of online applications and communication channels for the public.
6. Serve as a subject matter expert (SME) to recommend policies, procedures, regulations, and fee structures; prepare statistical analyses and reports to guide program needs and changes; collaborate with Public Health Informaticist to create data and provide information for analysis and reporting.
7. Perform environmental health inspections across all programs, including food establishments, public pools, schools, tanning salons, body art facilities, and used oil collection sites; conduct pre-opening inspections and plan reviews; evaluate onsite wastewater disposal systems and perform soil classifications; collect samples and ensure compliance with health codes and regulations; provide education and technical support to the public on environmental health issues; attend meetings and seminars to maintain technical knowledge.
8. Guide the implementation and optimization of workflows for assigned programs; manage program resources and coordinate with support staff to ensure data integrity and effective service delivery.
9. Represent the Health Department on boards and committees; coordinate with federal, state, and local agencies; report board actions and updates to the Bureau or Division Director.
10. Perform the functions of the Bureau or Division Director – Environmental Health in their absence and coordinate decisions with Health Department administration.
11. Provide specialized training on environmental health topics; develop and update courses, presentations, newsletters, pamphlets, and brochures.
12. Respond to public health emergencies as required by department or division administration; carry cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone.
13. During times of emergency or pandemic, job duties may be modified as needed and may be significantly different from primary duties.
14. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

Knowledge, Skills, and Abilities

- Knowledge of natural and physical sciences (biology, chemistry, physics, and microbiology) necessary to meet National Environmental Health Association (NEHA) credentialing standards
- Knowledge of principles and practices of environmental health, including epidemiology, microbiology, and vector control
- Knowledge of current federal, state, and local health codes, laws, regulations, and guidelines related to environmental health
- Knowledge of design and function of equipment and facilities common to environmental health
- Knowledge of database architecture, configuration, and data management specifically related to Environmental Health Information Systems

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- Knowledge of principles, theories, practices, standards, and trends in public health informatics
- Knowledge of informatics project management and development
- Knowledge of information security and privacy laws
- Skilled in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams
- Skilled in administration, maintenance, and troubleshooting of environmental health database systems and other software programs
- Skilled in preparing accurate, complete, and statistical reports
- Skilled in conducting comprehensive environmental health inspections and investigations in the field
- Skilled in technical writing for the creation of policy documents, grant proposals, and complex regulatory orders
- Ability to communicate complex and technical information effectively both verbally and in writing
- Ability to train and mentor colleagues on the use of data systems and informatics tools
- Ability to independently lead and manage the full lifecycle of technical informatics projects, from conception to completion, while handling competing priorities under pressure
- Ability to respond to agitated, angry, or otherwise upset individuals in a professional manner
- Ability to diagnose system errors, perform database queries, and manage system updates and integrations
- Ability to develop and present educational courses and technical materials
- Ability to establish and articulate a vision for building informatics capacity
- Ability to integrate and incorporate informatics aimed at improving population health
- Ability to translate operational needs and user feedback into technical specifications for IS staff and external software vendors
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility but manages projects and serves as a, coach and mentor for other positions in the department.

Work Environment

This job operates primarily in a professional office environment, but work is performed outdoors periodically and occasionally in hot, cold, or inclement weather. Work may expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and to contagious or infectious diseases or hazardous chemicals. This job occasionally requires the use of protective devices such as masks, goggles, and gloves. Incumbent may be exposed to equipment, tools, and environmental elements that have the potential to cause bodily injury. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational,

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and emotionally charged circumstances. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and listen. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee may be required to ascend or descend ladders, ramps, or rough terrain. Specific vision abilities necessary for this job include close vision, the ability to adjust focus, and the ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds and may be required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee frequently drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree from an accredited college or university that includes thirty (30) credit hours in the natural sciences or a closely related field.
2. Three (3) years of professional work experience in Data Management and Informatics and/or as a licensed Environmental Health Scientist.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with supervisory or lead experience.
2. Preference may be given to applicants who possess multiple certifications in an environmental health field or other certification applicable to this position.

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3. Preference may be given to applicants who possess knowledge of database design and maintenance or are skilled in deploying SQL, JavaScript, CSS, and HTML.

Additional Eligibility Qualifications

1. Applicants must be licensed through the State of Utah as an Environmental Health Scientist.
2. Selected applicants must obtain and maintain certifications required by the department during employment.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

Candidate / Employee _____ Date _____

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