

## **Environmental Risk Officer - Quantitative Core Competencies**

The Quantitative Core Competencies must be obtained in the order as outlined below:

### **Pay Step 1:**

An Environmental Risk Officer - Step 1 shall, at the end of their one year probation period, be able to consistently perform at the following level:

- Complete 100% of initial license inspections within the defined license periods\*\*. These inspections shall be assigned by the immediate supervisor and shall be at a minimum related to the skill level and technical abilities of the ERO at this level as defined in the Qualitative Core Competencies document. *Note: Due to limitations of districting and equitable distribution of work load, some inspectors may be assigned work that would be considered one or more steps above or below the appropriate working level. Consideration shall be made by the supervisor to ensure inspector is not penalized for work assigned that does not fit into appropriate step as defined by Qualitative Core Competencies document.*
- Exhibits proficiency in all aspects of the following inspections: back-yard pool construction permits, noise variance inspections and light complaint inspections.
- Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If the supervisor does not recommend promotion the supervisor must provide inspector with a written list of items to correct prior to recommendation.

### **Pay Step 2:**

To advance to an Environmental Risk Officer - Step 2, an ERO at step 1 must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Complete the one year probation period and fulfill probation requirements.
- Complete 100% of initial license inspections within the defined license periods\*\*. These inspections shall be assigned by the immediate supervisor and shall be at a minimum related to the skill level and technical abilities of the ERO at each level as defined in the Qualitative Core Competencies document. *Note: Due to limitations of districting and equitable distribution of work load, some inspectors may be assigned work that would be considered one or more steps above or below the appropriate working level. Consideration shall be made by the supervisor to ensure inspector is not penalized for work assigned that does not fit into appropriate step as defined by Qualitative Core Competencies document.*
- Exhibits proficiency in all aspects of the following inspections: back-yard pool construction permits, noise variance inspections and light complaint inspections.
- Successful completion of the following: 5 asbestos abatement permits involving non-regulated asbestos containing material, 5 noise variance inspections, 1 back-yard pool construction permit\*.
- Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If the supervisor does not recommend promotion the supervisor must provide inspector with a written list of items to correct prior to recommendation.

### **Pay Step 3:**

To advance to an Environmental Risk Officer - Step 3, an ERO at step 2 must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Complete 100% of initial license inspections within the defined license periods\*\*. These inspections shall be assigned by the immediate supervisor and shall be at a minimum related to the skill level and technical abilities of the ERO at each level as defined in the Qualitative Core Competencies document. *Note: Due to limitations of districting and equitable distribution of work load, some inspectors may be assigned work that would be considered one or more steps above or below the appropriate working level. Consideration shall be made by the supervisor to ensure inspector is not penalized for work assigned that does not fit into appropriate step as defined by Qualitative Core Competencies document.*
- Exhibits proficiency in all aspects of the following inspections: campground license inspections and rooming house licenses.
- Successful completion of the following: 5 asbestos abatement permits involving the removal of thermal system insulation, 2 noise complaints involving a source noise survey using the sound level meter, 1 exterior masonry cleaning permit\*.

-Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If the supervisor does not recommend promotion the supervisor must provide inspector with a written list of items to correct prior to recommendation.

#### **Pay Step 4:**

To advance to an Environmental Risk Officer - Step 4, an ERO at step 3 must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Complete 100% of initial license inspections within the defined license periods\*\*. These inspections shall be assigned by the immediate supervisor and shall be at a minimum related to the skill level and technical abilities of the ERO at each level as defined in the Qualitative Core Competencies document. *Note: Due to limitations of districting and equitable distribution of work load, some inspectors may be assigned work that would be considered one or more steps above or below the appropriate working level. Consideration shall be made by the supervisor to ensure inspector is not penalized for work assigned that does not fit into appropriate step as defined by Qualitative Core Competencies document.*
- Exhibits proficiency in all aspects of the following inspections: massage establishment license inspections, noise complaint inspections and self-service laundry registration inspections.
- Successful completion of the following: 5 complaints/referrals involving non-licensed facilities resulting in the appropriate license issued and regulatory compliance, 3 asbestos abatement permits involving the removal of spray-on fireproofing\*.
- Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If the supervisor does not recommend promotion the supervisor must provide inspector with a written list of items to correct prior to recommendation.

#### **Pay Step 5:**

To advance to an Environmental Risk Officer - Step 5, an ERO at step 4 must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Complete 100% of initial license inspections within the defined license periods\*\*. These inspections shall be assigned by the immediate supervisor and shall be at a minimum related to the skill level and technical abilities of the ERO at each level as defined in the Qualitative Core Competencies document. *Note: Due to limitations of districting and equitable distribution of work load, some inspectors may be assigned work that would be considered one or more steps above or below the appropriate working level. Consideration shall be made by the supervisor to ensure inspector is not penalized for work assigned that does not fit into appropriate step as defined by Qualitative Core Competencies document.*
- Exhibits proficiency in all aspects of the following inspections: public swimming pool license inspections, masonry cleaning permits, filling station license inspections and dry cleaning establishment license inspections.
- Successful completion of the following: 5 asbestos abatement permits involving the complete demolition of a structure, 5 complaints/referrals involved suspect asbestos containing materials resulting in the issuing of appropriate orders to properly sample materials and abate hazards where required\*.
- Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If the supervisor does not recommend promotion the supervisor must provide inspector with a written list of items to correct prior to recommendation.

#### **Pay Step 6:**

To advance to an Environmental Risk Officer - Step 6, an ERO at step 5 must achieve the following for at least 3 consecutive months prior to advancement into the next pay step:

- Complete 100% of initial license inspections within the defined license periods\*\*. These inspections shall be assigned by the immediate supervisor and shall be at a minimum related to the skill level and technical abilities of the ERO at each level as defined in the Qualitative Core Competencies document. *Note: Due to limitations of districting and equitable distribution of work load, some inspectors may be assigned work that would be considered one or more steps above or below the appropriate working*

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*level. Consideration shall be made by the supervisor to ensure inspector is not penalized for work assigned that does not fit into appropriate step as defined by Qualitative Core Competencies document.*

-Exhibits proficiency in all aspects of the following inspections: hotel/motel license inspections, public pool construction permits and asbestos abatement permits.

-Successful completion of the following: 5 fire inspections involving the review of HMMP and HMIS documents, 2 fire inspections involving high rise hotels, 1 public pool modification/construction permit, 1 inter-agency (DNR/DHS/OSHA) investigation in regard to possible asbestos hazards\*.

-Receive a letter of recommendation from the supervisor stating that the inspector is ready for the next step. If the supervisor does not recommend promotion the supervisor must provide inspector with a written list of items to correct prior to recommendation.

**Notes:**

\*Due to potential districting and economic constraints, these requirements are intended to accumulate throughout the career of an ERO and are not to be obtained in any defined period prior to advancement or promotion. Supervisor and staff have created a tracking document in order to ensure achievements at each level are properly recorded and credited. Tracking document is intended to be maintained by immediate supervisor and individual ERO to ensure accuracy.

\*\*The following is intended to define typical timeframes of the initial inspection for license inspections. ERO’s shall be able to increase multiple steps in the career ladder during one review as long as all applicable criteria are met as required in the Qualitative and Quantitative Competency documents. For all criteria related to license inspections, the 12 month evaluation period is intended to be a rolling 12 months. The rationale for this rolling period is for allowing an ERO to apply for multiple evaluations in a one year period to accommodate the acquisition of addition certifications and to allow for the sun-setting of a potential period of inadequate performance to achieve the next step in the career ladder.

Facility	Typical Inspection Timeframe	Annual License Period
Massage Establishments	January-February	3/1-2/28
Hotel/Motel	February-April	7/1-6/30
Indoor Pools	March-May	7/1-6/30
Outdoor Pools	June-July	7/1-6/30
Laundromats/Dry Cleaners	December-January	2/1-1/31
Rooming Houses	January- December	01/-12-31