



Human Resources

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Health Protection Manager

JOB CODE	JOB FAMILY	PROFILE
JCM412	Planning, Development & Protection	Health Protection Manager
PAY TYPE	PAY RANGE	REVISION DATE
Salary	\$78,582.00 - \$124,093.00	April 10, 2026

The Health Protection Manager plans, develops, implements, and evaluates programs related to food service sanitation, community sanitation, community safety, and other health protection programs. Oversees the Health Protection section. Supervises employees, including hiring, training, evaluating performance, coaching, and handling disciplinary and termination actions.

Job Description

DUTIES AND RESPONSIBILITIES

- Supervises staff and manages personnel functions including interviewing, hiring, training, evaluations, and disciplinary actions.
- Oversees section work programs and coordinates with County and State agencies to meet management goals.
- Maintains section records, databases, and reporting procedures to support departmental needs.
- Plans and develops strategies to improve program effectiveness.
- Provides staff training directly and coordinates external training and certification efforts.
- Manages daily operations of the Health Protection section.
- Participates in fieldwork and enforcement activities as appropriate.
- Coordinates enforcement actions requiring legal or court involvement.

- Plans and conducts community education events and outreach.
- Prepares reports, audiovisual presentations, and professional correspondence.
- Writes, coordinates, and revises ordinances; responds to citizen complaints and concerns regarding related ordinances, rules, and procedures.
- Reviews and approves plans for food service establishments and public aquatic facilities.
- Maintains protocols for investigating food- and waterborne disease outbreaks.
- Assists with budget preparation and administration.
- Responds to special projects or assignments as delegated by the Director.
- Maintains and reports section performance measures.
- Handles sensitive or confidential records, documents, or decisions with discretion.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Environmental Science or a related field.
- Nine (9) years of work experience in environmental health, code enforcement, food protection and/or inspection.
- Two (2) years of experience in a managerial role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Registered Sanitarian and Master's degree in Environmental Science or a related field is preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Some duties are performed outdoors and may involve exposure to extreme weather conditions.
- Indoor duties take place in a temperature-controlled environment on an even, dry, carpeted or tiled surface.
- Outdoor duties may occur on even or uneven surfaces that may be wet or dry, including natural ground, concrete, asphalt, or gravel.
- Work hazards may include exposure to chemical and biological materials, contaminated needles, landfill waste, snakes, rodents, chlorine gas, dangerous animals, rough terrain, and vehicle operation.
- Employee may work alone, as part of a group, or without direct supervision.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment used for office tasks includes a telephone, computer, printer, keyboard, photocopier, fax machine, and calculator.
- Materials handled include files, forms, reports, clipboards, soil maps, aerial photographs, manuals, books, and basic office supplies.
- Outdoor equipment includes portable chemical testing devices, meters, thermometers, flashlights, water sampling containers, noise monitors, measuring tape, two-way radios, radiological monitoring equipment, goggles, gloves, boots, and a first aid kit.
- Employee uses a county vehicle to travel between sites throughout the County.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver's License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.