

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 62-915 PUBLIC HEALTH SPECIALIST

VACANCIES: At present, two vacancies exist with Jefferson County Public Health

SALARY: \$26.95 - \$33.98/hr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: April 21, 2023

EXAMINATION DATE: June 10, 2023

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree.

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Performs inspections of lands and structures to determine the existence of specific targeted public health hazards;

Collects samples of disease carrying or contaminated items such as insects, water, birds, animals, paint chips, and other samples for laboratory inspection;

Analyzes and interprets laboratory reports;

Coordinates disease bearing vector control programs;

May coordinate elements of animal vaccination and public education related to rabies control;

Performs investigations, sampling, analysis, and corrective action for specialized public health initiatives including the childhood lead poisoning prevention program and similar programs;

Meets and confers with individuals, public officials, and groups regarding public health programs;

Prepares a variety of records and reports;

Collects and tabulates data and prepares charts and graphs;

May testify in judicial or governmental proceedings regarding work activities;

Augments vaccination clinics by providing flu-COVID prevention materials to participating organizations, such as schools. Assists with clerical duties at clinics as needed;

Represents JCPHS on various health and human services committees in the community;

Uses local and state data to identify health needs for our county and assists in seeking funding sources and grant writing to address those needs;

Develops new partnerships with groups such as businesses and faith-based organizations and provides technical assistance on creating sustainable, healthy changes within their organization;

Administers special short-term programs for particular health concerns that may arise;

Assists the Health Educator with achieving the Community Health Improvement Plan (CHIP) goals and objectives;

Provides assistance with Leadweb by doing matching and screening daily. Corrects all errors in address contacts. Enters in Fort Drum lead results;

Makes contact with the lead poisoned families to conduct risk assessment and all follow-up services, in conjunction with the Health Planner;

Contacts providers of the children who are currently on case management services to ensure needed services have been done timely;

Makes referrals for families that are found to need assistance;

Assists with primary prevention activities;

Visits homes to assist families in reducing lead exposure, in conjunction with the Health Planner, and conducts developmental assessments as needed.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

Arithmetic reasoning

These questions test for the ability to solve basic arithmetic problems presented in sentence or short paragraph form. The problems may require the use of addition, subtraction, multiplication, division, determining percentages, and basic algebraic and geometric calculations. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

Basic principles of biology, chemistry, and general science

These questions test for knowledge of elementary concepts and principles in the fields of general science, biology, and chemistry.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form.** This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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