



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

### Saratoga County Department of Health

<b>Job Title:</b>	<b>PUBLIC HEALTH SPECIALIST I/ TRAINEE</b>
<b>Salary Range:</b>	<b>PH Specialist I: \$72,030 - \$81,208*</b> <b>Trainee: \$61,465 - \$70,636*</b> (*Based on years of service employed with Saratoga County)
<b>Work Location:</b>	6012 County Farm Road, Ballston Spa, NY 12020
<b>Classification:</b>	<b>PH Specialist I: Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)</b> <b>Trainee: Approved under the NYS H.E.L.P.S. Program (No exam required)</b>

#### Job Description

Public Health Specialists enforce the provisions of New York State's Public Health Law (PHL) and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, and safety. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and well-being of individuals and the public. Trainees will receive a combination of structured training, on-the-job training, and/or practical job performance to gain the knowledge and experience necessary to function at the full performance level. Public Health Specialist I will function in a lead capacity and will be assigned more difficult projects and cases. They will assist in the supervision and training of Public Health Specialist Trainees.

#### Minimum Qualifications (at least)

PUBLIC HEALTH SPECIALIST TRAINEE: Either...

- A) Possession of a bachelor's degree in natural sciences; **OR**
- B) Possession of a bachelor's degree which included thirty (30) credit hours in the \*natural and applied \*\*sciences, of which at least 18 credits are in the natural sciences.

PUBLIC HEALTH SPECIALIST I: Either...

- A.** Possession of a Master's Degree which included 30 credit hours in \*natural and applied\*\* sciences of which at least 18 credits are in the natural sciences, and one (1) year of experience conducting inspections to determine compliance with federal, state, and local environmental health laws, regulations, or established public health standards, and/or experience monitoring public health environmental hazards and developing methods to control or eliminate such hazards or spread of disease; **OR**
- B.** Possession of a Bachelor's Degree including at least 30 credit hours in \*natural and applied\*\* sciences of which at least 18 credits are in the natural sciences, and two (2) years of experience conducting inspections to determine compliance with federal, state, and local environmental health laws, regulations, or established public health standards, and/or experience monitoring public health environmental hazards and developing methods to control or eliminate such hazards or spread of disease;

**NOTE:** Appointees that qualify must satisfactorily complete a public health training course approved by the State Health Department within two years of appointment.

#### SPECIAL REQUIREMENTS:

- Possession of a valid New York State Driver's license or otherwise demonstrated ability to meet the transportation needs of the job.
- **Transcripts required at time of application**

\* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

\*\* The term applied sciences shall mean science-based courses in environmental technology, sanitarian technology, medical technology, public health, infectious control or food science.



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

---

The minimum qualifications for Public Health positions are mandated under the New York State Health Code, Rules, and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

### Typical Work Activities (\*Illustrative)

- Participates in the inspection and management of environmental health programs such as childhood lead poisoning, public water supplies, realty subdivisions, food service establishments, temporary residences, mobile home parks, campgrounds, swimming pools, bathing beaches, migrant farmworker housing, children's camps, tobacco enforcement, Legionella control, and nuisance complaints.
- Conducts environmental health studies for compliance with standards of operation and sanitary procedures.
- Responds to emergencies and emerging public health issues.
- Communicates health assessments to the public and other government agencies and recommends measures to protect public health.
- Advises and consults with subordinates regarding enforcement of the Public Health Law and Sanitary Code provisions.
- Works with local building inspectors, law enforcement personnel, fire department personnel and other officials in the identification and elimination of unsanitary housing conditions
- Trains Public Health Specialist Trainees and other personnel as required.
- Prepares complaints and investigations to file when legal action is necessary and testifies at scheduled enforcement proceedings.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.
- May perform other incidental tasks, as needed.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- PH Specialist I is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date
- Public Health Specialist Trainee is covered under NYS HELPs. Program, and no exam is required

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application, resume and transcripts, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted until the vacancy has been filled**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*