



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Health

Job Title: PUBLIC HEALTH SPECIALIST I/TRAINEE

Salary Range: \$65,145 - \$74,865 (Trainee) *
\$76,363 - \$86,070 (Specialist I) (HELPS)*

(*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

Work Location: 6012 County Farm Road, Ballston Spa, NY 12020

Classification: Non-Competitive (Exam requirements temporarily waived)

Job Description

This position is responsible for enforcing the provisions of New York State's Public Health Law (PHL), as well as other State and Federal laws, rules, and regulations as they pertain to community environmental health standards of sanitation and safety. Conducting on-site inspections and surveys to evaluate environmental health conditions and to ensure regulatory code compliance is a routine requirement of this role. Specialist I is distinguished by responsibility for functioning in a lead capacity and to whom more difficult cases and projects can be assigned. General supervision is received from a higher-level Representative or higher-level administrative staff member. Supervision may be exercised over trainee staff. Does related work as required.

Minimum Qualifications (at least)

Trainee:

- A) Possession of a Bachelor's Degree which included thirty (30) credit hours in the *natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; **OR**
B) Five (5) years of experience as a public health technician deemed satisfactory by the local commissioner of health.

Specialist:

- A) Possession of a Master's Degree supplemented by thirty (30) qualifying semester credit hours 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 which included thirty (30) credit hours 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 and developing methods to control or eliminate public health hazards and spread of disease;

SPECIAL REQUIREMENT: Candidate must possess and maintain, a clear and valid New York State Driver's License appropriate for the **type** of vehicle to be operated, in meeting the necessary transportation needs of the job.

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

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



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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;
- Directs 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
- *Public Health Specialist I is approved under the NYS HELPs program.*
- *Public Health Specialist I/Trainee has been submitted to the NYS HELPs program, but will remain provisional until approved.*

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, 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 through date posted or until the flyer has been removed.

**** Public Health Specialist I has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through June of 2028 ****

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.