



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Health

Job Title: PUBLIC HEALTH SPECIALIST III (HELP's Program)

Salary Range: \$96,252 - \$123,679* (*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 HELPs (Exam requirements temporarily waived)

Job Description

This position contributes to the enforcement the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR, and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, safety, and healthcare facilities. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed. Provides supervision of subordinate public health specialists, professional and clerical staff. Does related work as required.

Minimum Qualifications (at least)

A. Possession of a Master's Degree including at least 30 credit hours in natural* and applied** sciences, of which at least 18 must have been in the natural sciences, and three (3) years of experience in 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, two (2) years of which must have included supervisory responsibilities; **OR**

B. Possession of a Bachelor's Degree including at least 30 credit hours in the natural* and applied** sciences, of which 18 credits are in the natural sciences with four (4) years of experience in 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, two (2) years of which must have included supervisory responsibilities.

SPECIAL REQUIREMENTS: 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

****Transcript(s) required to be submitted 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.

The minimum qualifications for Public Health positions are mandated under 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.



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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)

- Develops, implements, and monitors countywide environmental health, sanitation, and safety programs; and develops program budgets for review by fiscal management staff;
- Supervises a staff of Public Health Specialists and other professional and clerical staff;
- Establishes and evaluates program priorities and goals; provides progress reports to Environmental Health Director, Commissioner and county management;
- Develops countywide procedures for evaluating facility and site compliance with codes, rules, and regulations; develops guides, and policy and procedural documents; and communicates with staff to ensure uniform inspection and enforcement practices;
- In cooperation with the Environmental Health Director and Commissioner, proposes potential changes to PHL and State and local codes, rules, and regulations; implements approved changes countywide;
- Assesses countywide training needs for SCPHS staff and facility operators and staff and develops and implements training programs;
- Represents SCPHS at NYSDOH meetings and conferences as a program expert; reports outcomes to management.

**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

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 the date posted or until the flyer has been removed.

**** This title 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.