



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Health

- Job Title:** PUBLIC HEALTH SPECIALIST II – (HELPS Program)
- Salary Range:** \$84,875 - \$108,911* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County)
- Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020
- Classification:** Non-Competitive HELPs (Exam requirements temporarily waived)

Job Description

Under general supervision, this position assists in the administration, development and supervision of Public Health environmental programs. The programs involve food service establishments, beaches, pools, mobile home parks, children's camps, campgrounds, temporary residences and farm labor camps. The work involves the enforcement of County and State public health laws and sanitary codes pertaining to the programs, the promotion of sanitary practices in the community, and the review of plans for the training and supervision of staff. Incumbents are expected to contribute actively in the development and enforcement of sanitary codes and regulations, operating policies and procedures. This position differs from that of Public Health Specialist I and Trainees and other professional and technical personnel. 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 two (2) 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, one (1) year 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 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, one (1) year of which must have included supervisory responsibilities.

(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.)

Special Requirements

- Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.
- The minimum qualifications for Public Health positions are mandated under 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.

Typical Work Activities (*Illustrative)

- Assists in the supervision and administration of environmental health programs to ensure compliance with mandated state requirements and departmental policies and procedures;
- Directs and conducts special and important environmental health investigations, and prepares reports and recommendations;
- Reviews and recommends for approval all cases submitted for legal action in order to ensure clarity and accuracy of statements and utilization of the proper sections of the law;
- Represents the Department in presenting cases before a hearing officer, and is responsible for ensuring that cases are updated; -
- Reviews and approves all plans and specifications relating to Public Health programs;
- Reviews inspection reports, activity reports and other work of Public Health Specialists and other professional and technical staff;
- Assists in the direction and participates in the recruitment, training and development of subordinate personnel;
- Functions as a liaison with lawyers, physicians, legislators, the media, representatives of other levels of government including local, state and federal, and the public in general about matters before the department;
- Supervises special environmental programs as assigned;
- 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

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; **TRANSCRIPTS REQUIRED**
- Fax submissions will not be accepted

Applications will continue to be accepted through date posted or until the vacancy has been filled

**** 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.