



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: PUBLIC HEALTH SPECIALIST

YATES COUNTY IS SEEKING APPLICANTS FOR *PUBLIC HEALTH SPECIALIST* TO FILL 1 VACANCY

Type of Appointment:	Provisional	Rate of Pay:	\$32.59 per hour (2024 rate)
Position Status:	Full Time – 35 Hours/Week		
Classification:	Competitive		
Location:	Yates County	Contract:	CSEA
Department:	Public Health	Pay Group:	XIV
Vacancy:	1 position currently vacant	Exam Date:	TBD
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	NOT APPLICABLE (Exam will require a fee)
Posted:	March 5, 2025	Application Deadline:	APPLICATIONS ACCEPTED UNTIL FILLED

PUBLIC HEALTH SPECIALIST - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for planning, developing, administering, coordinating, and evaluating activities that help improve health outcomes for Yates County's population. These activities can take place in a variety of settings that include schools, communities, health care facilities, businesses, universities, and government agencies. This is done by assessing community needs, assets, and capacity; then planning health strategies, interventions, and programs. Public Health Specialists administer the strategies, interventions, and programs, and also act as community resources and advocates for health prevention and promotion. Other work responsibilities include conducting communicable disease and rabies case investigations. The work is performed under the general supervision of the Deputy Director of Public Health and the Director of Public Health, with leeway allowed for use of independent judgement. Supervision may be exercised over various subordinate professional, technical, and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Assist with and promote / support various health assessment plans including the Community Health Assessment and Community Health Improvement Plan;
- Develop, implement, and report on community needs assessment efforts in conjunction with other departments and community agencies;
- Assess the health status of those served and their related determinants of health, and use this knowledge to plan, educate, inform and make referrals as appropriate;
- Assist the community to design program services and develop strategies to address health disparities in Yates County;
- Lead, supervise, and direct the development of new workgroups designed to respond to specific population-based health risks;
- Develop, plan, evaluate, and support community efforts to coordinate and integrate community health and behavioral health care;
- Research evidence based-strategies, promising practices, and potential funding streams to promote population health;
- Collaborate with various public and private agencies regarding planning and operation of strategic health planning utilizing new technologies and media;
- Develop demographic, statistical, programmatic, and scientific presentations, brochures and products utilizing new technologies and media;
- Organize, motivate, and facilitate diverse groups;
- Represent the Public Health Department and Yates County on specific boards, coalitions, and planning groups, as assigned;
- Act as the agency's liaison / linkage with individuals, agencies, community members and government representatives;
- Conduct communicable disease and rabies investigations due to exposure or diagnosis;
- Assess and evaluate community readiness for healthy lifestyle changes by various groups, i.e., age, institutions, and local communities;
- Participate in public health preparedness activities as trained and assigned;
- Perform other required duties, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to plan, implement, and evaluate health education strategies, interventions, and programs;
Ability to evaluate the effectiveness of all prevention and promotion programs and outreach efforts;
Ability to learn about and work with all cultures, ethnicity, and social economic statuses, being respectful and non-judgmental;
Ability to facilitate/coordinate community stakeholder groups;
Ability to present, understand, and relay all points of view on issues;
Ability to supervise, plan, and organize the work of others;
Ability to use evaluation results to improve program and organizational performance;
Ability to contribute to development of a vision for a healthy community;
Ability to work under adverse weather conditions;
Ability to independently manage projects while providing supervisory / oversight to diverse groups of community members;
Ability to adhere to ethical principles in the collection, maintenance, use, and dissemination of data and information;
Working knowledge of how policy options can influence public health programs;
Ability to collaborate in the development, implementation, and evaluation of evidence-based public health practices and programs with team members and partnering agencies;
Good knowledge of strategies for continuous individual and departmental performance management and quality improvement;
Ability to deliver linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers, and governing bodies, using a variety of approaches;
Good knowledge of assessing individual and community health needs with an ability to collect and analyze reliable data;
Good knowledge of the complexity of New York State laws and regulations, with regular monitoring for changes and the ability to independently adapt to changes;
Good working knowledge of the appropriate use of technology in health prevention and promotion and ability to independently adapt to the fast-changing landscape of technology;
Good knowledge of the principles, practices, and terminology of public health and chronic disease epidemiology;
Good knowledge of disease prevention and health promotion programs;
Working knowledge of communicable diseases, diagnoses, spread containment, and treatment options;
Ability to clearly communicate orally and in writing;
Good judgment, initiative, and resourcefulness;
Integrity and tact;
Basic knowledge and understanding of budgets;
Physical condition that is commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Health, Health Education, Nursing, Human Services, Home Economics, Education, or related field **and** at least one year of experience working in a Public Health / Community Health / Health Education program that includes a community outreach component; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Health, Health Education, Nursing, Human Services, Home Economics, Education, or related field.

SPECIAL NOTE – EDUCATION:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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 REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**