

BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA
60 HAWLEY STREET, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION FOR PUBLIC HEALTH EDUCATOR

Exam Number: 65-367

EXAMINATION DATE: September 6, 2008

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: July 30, 2008

***Processing Fee:** Fifteen dollar (**\$15.00**) non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Only checks or money orders payable to the Broome County Commissioner of Finance will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

***Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file. FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your card by the Tuesday before the examination, please call 778-2185.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at www.gobroomecounty.com.**

MINIMUM SALARY
\$38,357

VACANCIES**
1

LOCATION OF WORK
Broome County Public Health

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies, as they occur, in all Broome County departments, towns, villages, school districts, and special districts under the jurisdiction of the Broome County Personnel Officer.

****Vacancies –** Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

DUTIES: This position exists in the Health Department and involves the application of the principles of behavioral sciences in public health to foster the voluntary adoption of behavior to improve or maintain health, including planning, directing, administering and evaluating public health education services for group and community needs. The work is performed under the general direction of the Supervising Public Health Educator. Oversees the work of clerical staff as well as sub-contracted partners as needed. Does related work as required.

MINIMUM QUALIFICATIONS*: SEE NOTE BELOW FOR ADDITIONAL INFORMATION REGARDING CHANGES TO MINIMUM QUALIFICATIONS

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in health education; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in a health-related field and two years of experience in health education; OR
- C) Any equivalent combination of training and experience as defined by the limits of A) and B) above.

*Per Section 11.151 of the New York State Department of Health Codes, Rules and Regulations (NYSDOHCRR).

"THE MINIMUM QUALIFICATIONS FOR POSITIONS FILLED BY THIS EXAMINATION ARE REGULATED BY THE NEW YORK STATE DEPARTMENT OF HEALTH.

THE NEW YORK STATE DEPARTMENT OF CIVIL SERVICE HAS NOTIFIED OUR AGENCY THAT THE QUALIFICATIONS FOR

POSITIONS IN PUBLIC HEALTH DEPARTMENTS ARE UNDER REVIEW BY THE NEW YORK STATE DEPARTMENT OF HEALTH AND THE EFFECTIVE DATE OF ANY CHANGES IN THE MINIMUM QUALIFICATIONS HAS NOT YET BEEN DETERMINED BY THE DEPARTMENT OF HEALTH. CANDIDATES SHOULD BE AWARE THAT THE MINIMUM QUALIFICATIONS WHICH CANDIDATES WILL NEED TO MEET AT THE TIME OF APPOINTMENT TO POSITIONS FILLED AS A RESULT OF THIS EXAMINATION MAY CHANGE ONCE THE NEW YORK STATE DEPARTMENT OF HEALTH TAKES FINAL ACTION TO ADOPT SUCH CHANGES.

CANDIDATES WHO ARE SUCCESSFUL IN THIS EXAMINATION AND MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AT THE TIME OF CERTIFICATION WILL BE CERTIFIED FOR APPOINTMENT. CANDIDATES WHO ARE SUCCESSFUL IN THIS EXAMINATION BUT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AT THE TIME OF CERTIFICATION, WILL BE RESTRICTED FROM CERTIFICATION FOR APPOINTMENT UNTIL SUCH A TIME AS THEY DEMONSTRATE THAT THEY MEET THE QUALIFICATIONS ESTABLISHED BY THE NEW YORK STATE DEPARTMENT OF HEALTH WHEN THE CHANGES BECOME EFFECTIVE. IF CANDIDATES ACQUIRE THE TRAINING OR EXPERIENCE NECESSARY TO MEET THE MINIMUM QUALIFICATIONS FOR APPOINTMENT DURING THE LIFE OF THE LIST, AND DEMONSTRATE THAT THEY MEET THE QUALIFICATIONS ESTABLISHED BY THE NEW YORK STATE DEPARTMENT OF HEALTH WHEN THEY BECOME EFFECTIVE THEY MAY THEN BE CERTIFIED FOR APPOINTMENT.

INFORMATION ABOUT THE PROPOSED CHANGES CAN BE FOUND AT: [HTTP://WWW.DOS.STATE.NY.US/INFO/REGISTER/2008/FEB20/PDFS/RULES.PDF](http://www.dos.state.ny.us/info/register/2008/FEB20/PDFS/RULES.PDF) THE PROPOSED CHANGES APPEAR ON PAGES 13 – 15. “

Anticipated eligibility: If you expect to complete the educational requirement by June 30, 2009, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Broome County Department of Personnel. Proof must be submitted by August 31, 2009; failure to do so will result in removal of your name from the eligible list. You must meet the experience requirement, if any, before the examination date.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Behavioral science concepts related to public health education

A test of basic concepts of sociology and psychology related to the accomplishment of change in the behavior of individuals and groups.

The subtest will deal with, but not necessarily be confined to:

The characteristics of specific groups and how these variables relate to behavior.

The psychological and sociological factors affecting behavior and behavior change: the psychology of learning and related instructional practices; the psychology of motivation; and the dynamics of small groups and group process.

2. Disease control and prevention

These questions test for knowledge and understanding of health issues as they relate to the control and prevention of disease. Questions may cover such topics as communicable, chronic, and sexually transmissible diseases; disease causes and prevention; complications resulting from untreated disease; understanding and controlling epidemics; pre-natal care and infant mortality; risk factors and target groups associated with various diseases; immunity and immunization; and public health statistics such as morbidity, mortality, etc.

3. Educating and interacting with the public

These questions test for a knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

4. Planning, implementing, and evaluating health education programs

A test of knowledge of facts, trends, principles, and theories in the area.

The subtest will deal with, but not necessarily be confined to: the planning process; program planning; identifying program objectives; identifying target groups; analyzing target groups; determining knowledge's, skills, and aptitudes to be developed in target groups; designing and organizing the specific learning; implementing experiences; staffing; program evaluation; and the evaluation of appropriate materials.

5. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

6. Principles of educating and training

These questions test for the knowledge and abilities used to provide instruction to individuals and groups in settings typically outside the workplace. Instruction of this sort may be given to members of the public or groups with a specialized interest or concern. The questions address issues such as determining what is to be taught; developing and evaluating instructional plans; developing, using, and evaluating training methods and materials; motivation; learning; interacting with learners; and evaluating the success of instruction.

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Rating: This written examination is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations.

You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

Religious accommodation/handicapped candidates/military personnel: If special arrangements for testing are required, indicate this on your application form.

Military Personnel: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a make-up examination. Requests must be received no later than 60 days after leaving active service in most cases. Please contact the Broome County Department of Personnel for more information.

Special Requirement for Appointment in School Districts and BOCES

Per Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Children of Firefighters and Police Officers killed in the line of duty: "In conformance with section 85-A of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform the Department of Personnel of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

General Information/Instructions: A copy of the general instructions, announcement and applications may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

OC Exam Form 10/06

Date of Issue: 7/15/08

Public Health Educator-OC