

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

## PROMOTIONAL EXAMINATION FOR SUPERVISING PUBLIC HEALTH EDUCATOR

**Exam Number:** 74-950

**EXAMINATION DATE:** September 6, 2008

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

**\*Processing Fee:** Seven dollar and fifty cent (**\$7.50**) 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, social security number 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 notice 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](http://www.gobroomecounty.com).**

**MINIMUM SALARY**  
\$47,219

**VACANCIES\*\***  
Anticipated

**LOCATION OF WORK**  
Broome County Public Health

**Eligible list:** Successful candidates will be certified to fill vacancies only in the department in which they are employed.

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

**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 and/or maintain health. This includes planning, directing, administering and evaluating the public health education services for both group and community needs. The work is performed under the general direction of a Division Head, Deputy Public Health Director or Public Health Director. Supervision is exercised over Public Health Educators; various support staff and sub-contracted partners as needed. Does related work as required.

**PROMOTIONAL QUALIFICATIONS:** On or before the date of the examination, candidates must be permanently employed in the competitive class (or designated as non-competitive in accordance with Section 55A of Civil Service Law) in the Broome County Public Health and must have served continuously on a permanent or contingent permanent basis for 24 months preceding the date of the written test as a Public Health Educator.

**"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 meet the promotional qualifications by March 6, 2008, you will be tentatively admitted to this examination.

**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.

**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. 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.

**3. 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 knowledges, 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.

**4. 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.

**5. 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.

**6. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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.

**Seniority Credit:** Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule:

Less than 1 year.....0 points	Over 11 years up to 16 years.....3 points
1 year up to 6 years.....1 point	Over 16 years up to 21 years.....4 points
Over 6 years up to 11 years .....2 points	Over 21 years.....5 points

**Rating:** The 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.

**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, announcements and applications may be obtained upon request to the Broome County Department of Personnel Department or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).

10/08 Departmental Prom Front Desk Form  
Date of Issue: 7/15/08  
Supervising Public Health Educator-Prom