



SENECA COUNTY PERSONNEL OFFICE

Civil Service Opportunities



PUBLIC HEALTH DIRECTOR

Salary Range: \$72,849-\$95,387

APPLICATION DEADLINE: August 27, 2021 OR UNTIL POSITION IS FILLED

★ **ONLY APPLICATIONS SUBMITTED ONLINE Will Be Accepted** ★
TO APPLY: 1. go to <https://seneca-portal.mycivilservice.com/jobopps> 2. View posting information & click **APPLY**.
3. Complete & submit online application.

**** Please read all pages of this notice carefully for Important Civil Service Information ****

VACANCY: At present there is one (1) vacancy for this position in the Seneca County Public Health Department.

RESIDENCY: Seneca County's residency requirement of residency in Seneca County or a county contiguous to Seneca County for 30 days prior to application has been waived for this position. Candidates must be legal residents of New York State at time of application.

Due to the position's status as a Public Officer, incumbent may be required to reside in Seneca County during their tenure in the position pending a Local Law waiver.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

As part of various internal and external workgroups and teams, the Public Health Director performs the following essential functions within the framework of Seneca County's Public Health Department's provision of the core functions and essential services of public health:

Public Health Sciences

- Provides public health expertise and leadership to the Department;
- Assures that the delivery of public health services are evidence-based and/or best practices, and build the scientific basis of public health;
- Ensures compliance with relevant state public health practice guidelines, community standards of care, and Federal/State laws and regulations;
- Assures a safe working environment in the Department through management oversight of the implementation of relevant standards set by Occupational Safety and Health Administration, state laws and County policy;
- Organizes and leads response teams to prevent, minimize, and contain adverse health events and conditions resulting from communicable diseases; food, water and vector-borne outbreaks; chronic diseases; environmental hazards; injuries; and health disparities;
- Uses public health surveillance/disease investigation methods in community outreach, screening, and case finding of communicable and infectious diseases that threaten the health of the community;
- Coordinates and assures rabies protocol is adhered to by local law enforcement, Veterinarians, and physicians;
- Evaluates outcomes of public health interventions; works with the department to make changes as necessary;
- Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.

Community Dimensions of Practice

- Provides leadership to the community health needs assessment, prioritization, and action planning processes, contributing expertise in public health assessment;
- Provides leadership to the implementation of the community health improvement plan;
- Collaborates in development and leadership of community workgroups and committees related to community health assessment, prioritization and action planning and implementation;
- Evaluates the effectiveness of adopted community engagement strategies;
- Serves on inter-jurisdictional or multi-agency committees involved in public health policy development; coordinate review/comment processes for proposed policy documents; maintain contact with various community organizations;
- Advocates on behalf of vulnerable individuals and populations; participates in assessing and evaluating health care services to ensure that people are informed of available programs and services and are assisted in the utilization of those services;
- Provides training and orientation to staff, students and other health and human service professionals in the community regarding public health practices.

Analysis and Assessment

- Assists in the implementation of community assessment; can distinguish between quantitative and qualitative community assessment data; understands incidence and prevalence data; knows how to access basic community epidemiological data;
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social and economic conditions that adversely affect the public's health;
- Conducts comprehensive reviews of scientific evidence related to public health issues, concerns, and interventions;
- Presents and interprets demographic, statistical, programmatic, and scientific information to professional and lay audiences.

Leadership and Systems Thinking

- Provides leadership to, and is responsible for, the fiscal, human resource and operational management of the Seneca

County Public Health Department. This includes directing and supervising staff including Program Leads, Professional staff, and Support Staff by utilizing leadership/supervision skills of motivating, coaching, mentoring and identifying strengths and weaknesses. Facilitates several program meetings and assures proper follow through of all program staff;

- Develops a succession plan and recruits new employees;
- Promotes and facilitates the incorporation of Departmental core values and strategic initiatives into daily service delivery;
- Fosters a work environment where continuous quality improvements in service and professional practice are pursued;
- Fosters and assists in the development of the Department's Grant objectives, business plans and work plans;
- Assures staff's professional development through continuing education, training and leadership development activities;
- Demonstrates knowledge of applicable state professional practice guidelines for registered professional nurses, the American Nurses' Association Scope and Standards of Practice for Public Health Nursing and other Federal and State laws or regulations applicable to practice as a public health nursing professional;
- Adheres to applicable Occupational Safety and Health Administration standards, such as those concerning exposure to blood borne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies;
- Collaborates in developing a work environment where performance management, continuous quality improvements in professional practice is pursued;
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees, and work groups,

Policy Development and Program Planning

- Coordinates public health activities with environmental and public health professionals and investigators from other agencies and jurisdictions, including, but not limited to, the New York State Department of Health and the Centers for Disease Control and Prevention;
- Coordinates activities among and between other governmental agencies that enforce laws and regulations to protect the public's health;
- Collaborates in the development of evidence-based public health practices and programs in collaboration with universities, other nursing agencies, businesses, trade associations, other staff and the public;
- Collaborates in the development, implementation, tracking, and evaluation of long and short range policies, procedures, plans and programs for public health in Seneca County;
- Collaborates in and contributes to individual, team, and Departmental performance management, quality improvement and evaluation activities.

Communication and Cultural Competency

- Collaborates in the development and implementation of the Seneca County Communications plan to promote evidenced based public health communication strategies across the Department and in the community;
- Delivers targeted, culturally-appropriate information to help individuals and groups understand local environmental public health issues;
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles, and physical abilities;
- Educates local and state policy makers and community stakeholders on public health issues;
- Adheres to ethical principles and Seneca County Public Health Department policy in the collection, maintenance, use, and dissemination of data and information;
- Oversees the coordination of marketing/media efforts of the department.

Financial Planning and Management

- Develops, monitors, and oversees Department budget activities in conjunction with the County Manager and Finance Department. Recommends modifications when needed and approves purchase requests expenditures;
- Prepares proposals for funding from external sources;
- Uses cost-effectiveness, cost-benefit, and cost-utility analyses in programmatic prioritization and decision making.

Other

- Performs public health emergency response duties consistent with job classification and training in response to threats to the public's health;
- Responsible, for ensuring the review and updating of public health emergency plans is Completed;
- Participates in Department and community emergency response training and drills consistent with job classification in support of public health emergency and disaster preparedness;
- Responsible for strategic planning, using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program. This includes, but is not limited to: creating, implementing, and evaluating performance standards and identifying, implementing, and assessing program quality improvement processes;
- Performs other duties as assigned by the County Manager or Board of Supervisors.

MINIMUM QUALIFICATIONS: Either:

- (1) A Master's degree in public health from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a public health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences) or a Master's degree in a related field from a regionally accredited or New York State-registered college or university. Related fields include public health nursing, health administration, community health education or environmental health; and
- (2) Two (2) years of administrative experience in a health related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public health programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

- (A) All appointments to the position of public health director and the appointment and arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.
- (B) Candidates who do not meet the education or experience requirements of this section may be conditionally approved for an appointment of two years by the State Commissioner of Health with an opportunity for two additional one year conditional renewals. Final approval of these candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

Note: Appointments are subject to the approval of the State Commissioner of Health. Once approved, appointment must be supported by resolution of the Seneca County Board of Supervisors. Reappointment by the BOS is required every six (6) years.

Special Requirements for Appointment:

- Certain assignments made to employees in this class will require access to transportation to meet fieldwork assignments made in the ordinary course of business in a timely and efficient manner.
- Must possess a valid New York State driver's license at time of appointment and maintain this throughout employment.

FOR MORE INFORMATION:

SENECA COUNTY PERSONNEL DEPT
1 DiPronio Drive, Waterloo, NY 13165
(315) 539 – 1710

SENECA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Date: August 2, 2021

ADMISSION TO EXAMINATIONS: Call the Personnel Department if you do not receive a notice within three days of the date of examination. Admission to examinations does not necessarily mean that the application has been approved unconditionally; final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice, or more than one half hour after an examination has begun. You must bring picture identification (such as a driver's license) and your Social Security number to the examination. You may be fingerprinted prior to admission to the examination.

AGE LIMITS: There may be statutory restrictions on your employment if you are under 18 or over 70 years of age; any other age restrictions are stated on the face of this examination announcement.

APPLICATION: A separate application must be filed for each examination desired.

APPLICATION FEE: A fee (see front) is required from candidates for each separately-numbered examination for which they apply. Mail, deliver or pay filing fee in-person by the APPLICATION DEADLINE. **NO CASH. NO REFUNDS** will be made to applicants who fail to appear for the scheduled examination. File only for those examinations for which you are qualified. **EXAM FILING FEES WILL NOT BE REFUNDED**, even if you are disqualified from taking the exam. It is therefore recommended that you consider very carefully whether or not you believe that you meet the minimum qualifications before submitting your application. Payments by check or money order must be made payable to Seneca County Finance Department with the examination number(s) written on the check or money order. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee, BY THE APPLICATION DEADLINE, or such fee is not mailed to the Seneca County Department of Human Resources, will not be processed for this examination.**

APPLICATION FEE, WAIVER OF: 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 and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the following link: <https://seneca-portal.mycivilservice.com/Application-Fee-Waiver%20ADA.pdf> or by calling the Seneca County Personnel Department.

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. The cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

CALCULATORS: Candidates are permitted to use quiet, held-held, solar or battery powered calculators, *UNLESS OTHERWISE NOTIFIED ON FRONT*.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, signed into law on September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) 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 this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) 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.

CITIZENSHIP: Citizenship is required only for Public Officer positions.

CONTACT INFORMATION: Any changes in contact information must be communicated to the Personnel Dept. in order to ensure timely delivery of important information. A change of address form is available on our website or the Personnel Dept. It is the candidates' responsibility to obtain and submit the necessary documents.

CROSS FILING or EXAMINATIONS IN MULTIPLE JURISDICTIONS:

If you have applied to take an examination announced by more than one local jurisdiction (county, town, city) scheduled to be held on the same test date, you must notify each of the local jurisdictions as early as possible (no later than two weeks before the test date), so that arrangements can be made for taking all examinations at one test site. You must inform each jurisdiction of all examination titles and numbers, and at which jurisdiction you want to sit for the examinations. Please note that all examinations for positions in State government must be taken at a State examination center. Cross-file form is available on the website.

DRUG & ALCOHOL TESTING: You may be required to take a pre-employment alcohol and drug test to determine that you are free of such substances.

EDUCATION: Where high school graduation is required, a High School Equivalency Diploma from any State or an armed forces GED (high school level) will be acceptable. College graduation, when required, must have been from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. In evaluating a candidate's qualifications, the equivalent of 30 college credit hours equals one year of college. Transcripts should be submitted with the application or as soon thereafter as possible whenever the qualifications call for a specific college major or specified number of credits. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

ELIGIBILITY, ANTICIPATED: If the minimum qualifications require a degree in education and/or experience/licensure/certification, the following statements shall pertain to this exam announcement: if you expect to complete the educational or experience requirement within 6 months from the date of the examination date on the reverse side of this examination announcement, you can be admitted to this examination on a conditional basis. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the announced requirements to the Seneca County Personnel Department. In the case of anticipated education degree, proof must be submitted within 3 months following award of degree; failure to do so will result in removal of your name from the eligible list. In the case of anticipated experience, your name will not be certified until you obtain and show proof of the necessary experience. In the case of licensure/certification, if you are eligible for the required licensure/certification you can be admitted to the examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Seneca County Personnel Department.

ELIGIBLE LIST: The eligible list is made up of all candidates who successfully pass all portions of the examination. The eligible list resulting from this examination will remain in existence for a minimum of one year up to a maximum of four years or

until terminated by the establishment of an appropriate new eligible list. In the case where a **Promotional** exam is being held in conjunction with an Open Competitive exam in the same title, the resulting eligible list from the Promotional exam will be canvassed first. Any person whose name is on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified.

EQUAL OPPORTUNITY: It is the policy of the Seneca County Personnel Department to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Those requiring special testing arrangements (such as military personnel or Saturday religious observers) must note this on their applications. It is Seneca County's policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities to persons with disabilities. Any person who requires reasonable accommodations and reasonable modifications (e.g. Braille booklet, amanuensis, reader, sign language interpreter, etc.) must note this on their application.

EXPERIENCE: For each examination, unpaid, verifiable part-time and volunteer experience in one of the specialized areas will only be credited when specifically allowed by the examination announcement. The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment (35 hour workweek). Part-time experience will be prorated.

FALSIFICATION: Falsification of any part of the "Application for Employment" will result in disqualification.

FINGERPRINT CHECK: A state and/or national fingerprint supported background investigation is required before an appointment is made to some positions. If such search is required, the applicant will be responsible to pay the Seneca County Sheriff's Office fee for such search (approximately \$100-150)

INCLEMENT WEATHER: In rare cases, an examination may be postponed if weather conditions are unsafe. In such cases, announcements will be made over the radio on Finger Lakes Radio Group Stations: 99.3 – Classic Hits, 96.1, 96.9, 101.9 – Finger Lakes Country, 98.5 – Mix, 101.7 – The Wall and 95.9, 98.1 – News Radio. If an examination is postponed due to weather conditions, a new examination date will be set as soon as possible. Candidates will be notified of such new examination date in writing by Seneca County Personnel Department as soon as this information becomes available.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Applicants may participate in multiple examinations given for Seneca County on the same day. The maximum time allowed for any combination of examinations is eight (8) hours. If you have applied for multiple examinations scheduled for the same day, please indicate this on your application.

PROHIBITED DEVICES: Cell phones, pagers, and similar devices are prohibited at examination sites. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, cell phones, smartwatches (i.e. fitbit, iWatch, etc.), dictionaries and/or similar devices are prohibited.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service#qualifying-employment>

RATINGS AND REVIEW: When 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 and review of examinations apply. Otherwise, rating and review of the examination is governed by the Seneca County Civil Service Rules.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70.0. Unless the announcement states otherwise, you must pass the written test as a whole and the oral and practical tests, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

RESIDENTIAL PREFERENCE: Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointments; for appointment in some jurisdictions you may be required to become a resident thereof, in accordance with law or resolution. Residence requirements and such preferential certifications do not apply in promotion examinations.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

SPECIAL REQUIREMENTS (RELIGIOUS ACCOMMODATION, DISABILITIES, MILITARY): If special arrangements for testing are required, you must indicate this on the online application and/or submit a written/emailed request, & arrangements for an alternate date may be made.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. All statements made by candidates on the application form are subject to verification.

VETERANS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.** Application forms are available at: <https://seneca-portal.mycivilservice.com/Vet-Credits-App%20ADA.pdf> and instructions are available at: <https://seneca-portal.mycivilservice.com/Veterans-Credit-Information-Sheet%20ADA.pdf>