



SENECA COUNTY PERSONNEL OFFICE

Civil Service Opportunities



DIRECTOR OF ENVIRONMENTAL SERVICES

Exam #63727

EXAMINATION DATE: June 10, 2023 APPLICATION DEADLINE: May 4, 2023

FILING FEE: \$10.00

TO APPLY:

1. Go to <https://seneca-portal.mycivilservice.com/jobopps>
2. View exam information & click APPLY.
3. Complete & submit online application.
4. Mail, deliver or pay filing fee online by Application Deadline.
5. Contact the Personnel Department for paper application at personneldepartment@co.seneca.ny.us or by calling 315-539-1710

- Filing fees must be RECEIVED by Seneca County Personnel Dept. by the APPLICATION DEADLINE ***NO EXCEPTIONS***.
- Exam filing fees are **NOT REFUNDABLE** for any reason, including disqualification.
- If your filing fee is not received within the time permitted, your application will be disqualified without review.

Make CHECK or MONEY ORDER payable to "Seneca County Finance Department" – NO CASH

***Returned checks are subject to a \$20 fee ***

Administration of This Examination Does Not Imply That a Vacancy Exists

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

VACANCY: At present there is one (1) vacancy in the Seneca County Public Health Department. This eligible list will be used to fill this and future vacancies as they occur in Seneca County.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for (1) month preceding the date of application. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least (1) one month prior to the date of certification and are residents of such municipality at the time of appointment.

SALARY: \$69,246.00/annually

TYPICAL WORK ACTIVITIES: (Illustrative Only):

- Provides guidance to staff and take full responsibility for the effective implementation and enforcement of public health law and the county and state sanitary codes;
- Coordinates and directs public health activities as an area agent for the New York State Department of Health (NYSDOH), including;
- Prepare and submit required reports to NYSDOH;
- Manages activities related to various grants;
- Evaluates issues/complaints and prepares action plans to ensure resolution;
- Develops training programs to improve staff performance;
- Supervises and/or inspects mobile home parks, food service establishments and other entities as requested by NYSDOH;
- Represents the County Health Department on matters related to environmental health, as requested by the Public Health Director;
- Provides technical advice and information to County departments concerning environmental issues;
- Plans, develops, directs and administers the environmental health program and supervises the work of the staff;
- Supervises enforcement of provisions of Public Health Law and State Sanitary Code relating to air pollution, public water supplies, sewage and waste disposal, operation of water and sewage treatment plants, swimming pools and bathing beaches, camps, hotels, lodging and boarding houses, restaurants and public health nuisances and related matters;
- Reviews and approves plans for water supply, sewage disposal, realty subdivision, swimming pools and beaches, hotels and motels and food service establishments;
- Reports activities and departmental progress to the Public Health Director and the Board of Health, as required;
- Reviews and approves the issuance of all permits for activities regulated under the NYS Sanitary code.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of education, **AND:**

Possession of a Baccalaureate degree in sanitary, environmental, chemical, civil or public health engineering or a related engineering field; **OR** a Bachelor’s degree with thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours may be in the applied sciences; **AND**

Two (2) years of administrative and supervisory experience as a supervising engineer or supervising sanitarian as defined in Part 11 of the State Sanitary Code (10 NYCRR); or five (5) years of environmental health experience, including two (2) years of supervisory responsibility that demonstrates that the candidate has the technical and administrative skills necessary to manage programs that can anticipate, recognize and respond to environmental health challenges.

A master's degree in public or environmental health or a related field that demonstrates the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management and Social and Behavior Sciences) may be substituted for up to two (2) years of the required environmental health experience.

Note: 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 REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid New York State Driver’s License at time of appointment and during employment.

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

USE OF CALCULATORS IS RECOMMENDED

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>

SENECA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

- 1. Ensuring effective inter/intra agency communications**
These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to 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 the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
- 2. 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.
- 3. Application of scientific principles and knowledge to public and environmental health protection**
These questions test for knowledge of public and environmental health principles, the ability to investigate and identify the causes of various public and environmental health problems, and to recommend the appropriate remedial actions for such problems.
- 4. Program planning and evaluation**
These questions test for knowledge of the principles and practices involved in effective program planning and management and may include such areas as designing programs to achieve certain goals, staffing program activities, coordinating and guiding the progress of program activities, and evaluating the effectiveness of such programs.
- 5. Microbiology as related to disease prevention and control, sanitary chemistry, and toxic substances**
These questions test for knowledge of the principles and practices of microbiology involved in disease prevention and control, including such areas as food, water and environmental sanitation, toxic substances, and communicable diseases.

6. **Administrative supervision**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

Posting: March 22, 2023

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.gov/sites/default/files/public-service-application-for-forgiveness.pdf>

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>