

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 DIRECTOR OF ENVIRONMENTAL HEALTH SERVICES

Exam Number: 69-327

EXAMINATION DATE: June 10, 2023

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: April 14, 2023

***Processing Fee:** Twenty dollar (\$20.00) non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget 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 INTER-DEPARTMENTAL MAIL MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE LAST DATE TO FILE, NO EXCEPTIONS.** 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 778-2222 or 778-2276.

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

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 online at www.gobroomecounty.com.**

MINIMUM SALARY

\$78,238

VACANCIES**

Anticipated

LOCATION OF WORK

Broome County Department of 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, OR an adjoining county (TIOGA, CORTLAND, DELAWARE AND CHENANGO) at the time of examination except as stated in Resolution 21-253.

DUTIES: This is work of professional public health nature involving responsibility for planning, directing, supervising the Environmental Health Services Division of the County Department of Health. An employee in this class is responsible for furnishing advice and guidance to local officials and the general public regarding public health and environmental health problems and measures necessary for improvement and compliance with legal requirements; providing leadership, in promotion of public health through the application of public health and environmental health practices and enforcement of the provisions of the Public Health Law, State Sanitary Code and Broome County Sanitary Code in relation to environmental health matters. General direction is received from the Public Health Director who reviews the work for accomplishment and adherence to policy. Supervision and direction is exercised over a staff which may include Public Health Engineers, Public Health Sanitarians, Public Health Technicians, Ground Water Management Specialists and clerical employees. Does related work as required.

MINIMUM QUALIFICATIONS: Per section 11.91 of the New York State Sanitary Code: Qualifications of Director of Environmental Health Services

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in sanitary, environmental, chemical, civil or public health engineering or a related engineering field; OR
- B) Graduation from a regionally accredited or New York State registered college or university with 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;

BOTH A) AND B) ALSO REQUIRE EITHER:

- 1) Two years of experience as a Supervising Engineer or as a Supervising Sanitarian which must have included administrative and supervisory responsibilities; OR

- 2) Five years of environmental health experience which includes two years of supervisory experience, which must have included responsibility for program management.
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

DEFINITIONS: Per section 11.90 of the New York State Sanitary Code

The term natural science shall mean a science such as biology, chemistry or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

The term applied science shall mean science based courses in environmental technology, sanitation technology, medical technology, public health, infection control or food science.

Environmental health encompasses the assessment and control of those environmental factors that can potentially affect health (World Health Organization). Environmental health includes, but is not limited to, the oversight of proper wastewater management, monitoring of hazardous waste sites and public water supplies, inspection of restaurants, hotels/motels, children's camps, mobile home parks, public pools and beaches, and controlling the spread of vector borne diseases.

NOTE: A master's degree in public or environmental health or a related field that includes completion of eighteen (18) graduate credits in coursework that encompasses the five core competencies of a public health education (Biostatistics, Environmental Health Services, Epidemiology, Health Policy and Management, and Social and Behavioral Sciences) may be substituted for up to two (2) years of the required environmental health experience.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

Anticipated eligibility: If you expect to complete the educational requirement by December 31, 2023, 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 March 1, 2024; 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 test designed to evaluate knowledge, skills and /or abilities in the following areas.

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.

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.

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.

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.

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.

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.

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 "How to take a written test" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATOR IS RECOMMENDED 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 both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at <http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf> and should be submitted at least two weeks prior to the examinations. Failure to submit the cross-filing form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. When taking both a State and Broome County examination, you will be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your examinations.

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

Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing. Section 243-b (2) of Military Law states that “any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam”. Please contact the 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 2023

Date of Issue: 3/22/23

Director of Environmental Health Services-OC