

SURVEILLANCE COORDINATOR (PUBLIC HEALTH) (OC)
NYS #66-995 RC/EL #21049

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

EXAMINATION TO BE HELD ON JUNE 5, 2021- Dates To Be Determined

PLEASE BE ADVISED THAT NO FURTHER APPLICATIONS ARE BEING ACCEPTED FOR THIS EXAMINATION. THIS ANNOUNCEMENT IS FOR INFORMATIONAL PURPOSES ONLY.

VACANCY: Anticipated in the Rockland County Department of Health.

POSITION EXISTS IN: The Rockland County Department of Health.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$65,899.00 annually for a 40-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is coordinating and technical work primarily involving responsibility for coordinating and participating in surveillance activities as they pertain to flow control programs in the Department of Health. The work is performed under the general direction of an administrator or engineering professional. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: A Bachelor's degree and three years of experience that substantially involved surveillance* activities in a law enforcement setting (e.g., police department, criminal investigation unit of a District Attorney; federal investigatory agency, etc.).

*Surveillance shall be defined as close, regular, and systematic observation in order to collect data or evidence for the purposes of enforcement and the prevention of the violation of laws or regulations. The surveillance must have included field observations on a regular basis.

(Official college transcripts must be sent directly from the school to our department no later than June 25, 2020.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. This form is also available on the Rockland County website: www.rocklandgov.com. You must pay the required evaluation fee.

SUBJECT OF WRITTEN EXAMINATION:

1. **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.
2. **Understanding and interpreting written material** -- These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.
3. **Advanced investigative techniques** -- These questions test for knowledge of the more complicated and technical aspects of field investigations. The questions will cover such areas as: interviewing principles and practices, investigative principles, sources of information and reporting methods commonly used in field investigations, securing statements, rules of evidence and evidence collection, preparing cases for court or legal hearings, and testifying in the courtroom or in hearings.
Many of the questions are situational in nature. The questions are generic rather than dealing with investigations in a particular field.
4. **Evaluating information and evidence** -- These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts.

Unless specifically prohibited, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, "Spell-checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", "Computers", and any similar devices are prohibited.

STUDY GUIDE AVAILABLE: A Guide for the Written Test for Investigators is available at the New York State Department of Civil Service website: [https:// www.cs.ny.gov/testing/testguides.cfm](https://www.cs.ny.gov/testing/testguides.cfm) or the Rockland County website: www.rocklandgov.com. If you do not have access to the internet, you may call or write our department at Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

Date Issued: 02/05/2020
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