

PUBLIC HEALTH TECHNICIAN I (OC)
RC/EL #50016010

Applications Continuously Accepted and Examination Dates are Held Continuously During the Week (Tuesday – Friday). Approved Candidates will be notified of their examination date approximately 10 days prior to the examination.

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

- 1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.**
- 2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

POSITION EXISTS IN: The Rockland County Department of Health.

An open-competitive as well as a promotion examination may be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring for a period of at least one year from the date the list was established.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$33.23 per hour for a 35-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This entry-level position involves conducting inspections and collecting data to support public health and environmental health programs administered by the Department of Health. The work is performed under the direction of a higher-level Public Health supervisor. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have: An Associate's degree or higher or equivalent college credits (minimum of sixty (60) credits) which must have included or been supplemented by a minimum of fifteen (15) credits in natural sciences*, with no more than six (6) credits in the applied sciences**.

SPECIAL REQUIREMENTS:

1. Must complete a public health training course approved by New York State Department of Health within two (2) years of appointment.
2. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*Natural science shall be defined as 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.

**Applied science shall be defined as science-based courses in environmental, sanitation and medical technology, public health, infection control or food science.

TRANSCRIPTS: Official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rceexams@co.rockland.ny.us no later than ten (10) days after the submission of your application; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

PUBLIC HEALTH TECHNICIAN I (OC) #50016010 (CONTINUED)

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the submission of your application. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

EXAM ADMINISTRATION: The written test will be administered on a personal computer (PC) and **will be held on a weekday**. Candidates need no prior knowledge of computers in order to take the test. The test uses a simple point-and-click system that is thoroughly explained through an animated instruction program. Candidates will be given a sample test on which to practice before the actual test begins.

SUBJECT OF WRITTEN EXAMINATION:

1. Arithmetic Reasoning – These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.
2. Understanding and Interpreting Written Material – These questions test how well you comprehend written material.
3. Principles of Biology, Chemistry and General Science – These questions test for basic understanding of the physical world around you and the scientific laws that govern it.

USE OF CALCULATORS IS PERMITTED FOR THIS EXAMINATION

STUDY GUIDE AVAILABLE: "A Guide to the Written Test for the Public Health Technician Series" is available at the New York State Department of Civil Service website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

A candidate is permitted to take a Public Health Technician I examination prepared by the NYS Department of Civil Service only once during each of the following defined periods:

January 1 – June 30
July 1 – December 31

ELIGIBLE LIST: This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Successful candidates will have their names placed on an eligible list for this title in order of their ranking, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of successful candidates will remain on the list for one (1) year to fill present and future vacancies.

Civil Service is an Equal Opportunity/Affirmative Action Employer