

PUBLIC HEALTH TECHNICIAN I (PROM)
RC/EL #50017010

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.**

VACANCY: Rockland County Department of Health.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

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.

SALARY: In accordance with the appropriate labor agreement.

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: You must be currently employed by the **Rockland County Department of Health** and have one (1) year of permanent competitive class status there in the title Environmental Health Assistant or Senior Environmental Health Aide within a period of three years immediately preceding the examination date.

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.**

NOTE: If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in the title required to apply for this examination.

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

SEE NEXT PAGE

PUBLIC HEALTH TECHNICIAN I (PROM) #50017010 (CONTINUED)

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