

PUBLIC HEALTH SPECIALIST I

DISTINGUISHING FEATURES OF THE CLASS: This is professional work involving responsibility for providing education and implementing programs in disease control and prevention. General supervision is received from a higher-level administrator. Work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and delivers educational programs for department offices, public and private agencies and community organizations in the areas of disease control and prevention;
Provides education to staff in communicable disease prevention and treatment;
Performs community outreach by meeting with community leaders and groups to distribute literature and provide information on communicable diseases;
Investigates and monitors active or potential sources of infections or communicable diseases to identify the origin, ensure infection control and help to reduce transmission;
Conducts surveillance activities to monitor, control and prevent the spread of communicable diseases;
Conducts special projects and studies, as required;
Performs data collection and analysis and prepares written reports on same;
Maintains a variety of records, including epidemiological and case record investigations;
May draw blood samples from patients.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of communicable disease control and prevention; good knowledge of basic terminology related to sexually transmitted infections, tuberculosis, AIDS and other communicable diseases; working knowledge of public health rules and regulations, especially as they relate to the prevention and control of communicable diseases; ability to communicate effectively, both orally and in writing; ability to prepare reports, including routine activity and statistical reports.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree in Public Health, Health Education, Epidemiology, Nursing or comparable degree and one (1) year of post-degree paid work experience in professional activities related to communicable disease control and/or prevention*; or
2. A Bachelor's degree and two (2) years of post-degree paid work experience in professional activities related to communicable disease control and/or prevention*; or
3. A Master's degree in Public Health, Health Education, Epidemiology, Nursing, or comparable degree which included or was supplemented by at least nine (9) credits in communicable disease control.

*Professional activities related to communicable disease control and/or prevention include conducting community outreach, investigating and tracing cases and outbreaks, surveillance, etc.

R.C.D.P. (10.30.2025) 03.09.2026
Competitive

11.01.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.