

PUBLIC HEALTH TECHNICIAN II

DISTINGUISHING FEATURES OF THE CLASS: This position involves technical public health or environmental health duties, including overseeing inspection activities, investigating complaints and maintaining detailed records related to the operation of various 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 administrator and supervision is provided to technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and participates in inspections and complaint investigations related to potential environmental hazards, including but not limited to food and recreational facilities, housing, rabies, rodent and mosquito control, flow control, body art establishments, clean indoor air, Adolescent Tobacco Use Prevention Act (ATUPA) regulations, water supply and water pollution;

Organizes and oversees rabies vaccination clinics for pets;

Responds to and investigates reports of animal bites;

Submits specimens for rabies testing and monitors test results;

Provides rabies-related guidance and information to hospitals, healthcare providers and the public;

Coordinates inspection schedules and assigns, supervises and reviews the work of staff involved in inspection and investigation activities;

Maintains comprehensive records and documentation related to complaints and inspections;

Implements inspection and enforcement policies in accordance with management directives;

Prepares written and oral testimony for legal proceedings, both formal and informal, regarding health code violations;

Serves as a liaison with town and village officials on common housing or nuisance issues and conducts joint inspections, when appropriate;

Presents factual information to the Board of Health as needed;

Drafts and ensures the proper delivery of violation letters, notices of violation, formal hearings notices, stipulations and other enforcement or legal documents;

Participates in emergency preparedness drills and response activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles, practices and techniques of public health or environmental health inspection and enforcement; thorough knowledge of local, state and federal public health laws, local sanitary codes environmental health programs and the ability to apply them during inspections and enforcement activities; ability to plan and supervise the work of others; ability to oversee and perform public health and environmental health inspections; ability to perform arithmetic computations; ability to establish and maintain cooperative relationships with others; ability to communicate effectively, both orally and in writing; ability to understand and carry out oral and written instructions; ability to prepare written material and clear detailed reports; ability to understand and interpret moderately complex written material.

MINIMUM QUALIFICATIONS: 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**, and two (2) years of paid work experience conducting inspections and/or investigating complaints in a public health or environmental health setting.

(over)

SPECIAL REQUIREMENTS:

1. Must complete a public health training course approved by the New York State Department of Health within two (2) years of appointment.
2. Possession of a valid motor vehicle 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.

PROMOTION: Two (2) years of permanent status as a Public Health Technician I.