TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Healthy Neighborhoods Education Coordinator

EXAM NO: 61871

SALARY: $20.96 per hour. 2017 Hire Rate

EXAM DATE: 04/29/17

ISSUE DATE: 02/27/17

THE FINAL DATE TO FILE APPLICATIONS: 03/14/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/30/17

RESIDENCY: : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Healthy Neighborhoods Education Coordinator located at Tompkins County Health Department. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in health education, health science, health promotion, community health, health communications, public health, or a closely related field; **OR**

(b) Graduation from a regionally accredited or New York State registered college with an associate's degree in health education, health science, health promotion, community health, or health communications, public health, or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in community or public health, health education, health promotion or health communication; **OR**

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

The employee must possess a valid New York State Drivers License at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position requires the incumbent to have education, and/or outreach coordinator capabilities and some degree of working knowledge of residential environmental health and its effect on individuals. The prime responsibilities of this position involve planning and implementing a public outreach program and disseminating information to individuals on initiatives related to the Healthy Neighborhoods Grant Work Plan. This position requires the interpretation and evaluation of preventive environmental services related to goals established by the Healthy Neighborhoods Grant Program. The incumbent has considerable contact with the public, builds awareness of and advocates for reducing residential injuries, fire safety, childhood lead poisoning, hospitalizations due to asthma and exposure to indoor air pollutants. An employee in this class will work closely with and under the guidance of a Public Health Sanitarian to develop outreach strategies and presentations to community and youth groups and organizations and policy makers. The work is performed under the direct supervision of a Senior Public Health Sanitarian and under the general supervision of the Director of Environmental Health. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Performs residential home environment assessments related to Healthy Neighborhoods Program grant initiatives;
- Educates the community to reduce residential injuries, childhood lead poisoning, hospitalizations due to asthma and exposure to indoor air pollutants and other initiatives as related to Healthy Neighborhoods Program grant funding; Engages diverse individuals and groups to participate in the Healthy Neighborhoods Program to improve home environments;
- Develops outreach materials and make presentations to build awareness and grass root support for participation in the Healthy Neighborhoods Program;
- Coordinates education and outreach efforts with community, county, regional and state partners;
- Develops and updates displays and information/education materials for presentations and outreach initiatives related to healthy neighborhoods program objectives;
- Develops public outreach programs including but not limited to door-to-door canvassing of target areas as related to Healthy Neighborhoods grant objectives;
- Writes and disseminates information as it applies to Healthy Neighborhoods Program objectives and initiatives;
- Organizes and maintains records of program supplies, home visit assessments and outreach activities related the healthy neighborhoods program.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of public or community health;
- Working knowledge of Microsoft Office;
- Good verbal and interpersonal communication skills;
- Good organization and time management skills;
- Ability to develop and present appropriate educational and awareness programs for various target groups consistent with Healthy Neighborhoods grant objectives and directives;
- Ability to persuade, motivate or influence others regarding individual behaviors impacting residential home environments, at times under challenging conditions;
- Ability to compile data and prepare a variety of written documents;
- Ability to change work focus readily and easily;
- Ability to convey enthusiasm and build awareness regarding the importance of residential home environments to protect and promote individual and family health;
- Ability to work in a team environment;
- Ability to select media and communications appropriate for selected targeted audiences;
- Ability to develop and or implement strategic communications outreach;
- Persistence in achieving grant objectives regarding the Healthy Neighborhoods Program.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Behavioral science concepts related to public health education

A test of basic concepts of sociology and psychology related to the accomplishment of change in the behavior of individuals and groups. The subtest will deal with, but not necessarily be confined to: The characteristics of specific groups and how these variables relate to behavior. The psychological and sociological factors affecting behavior and behavior change: the psychology of learning and related instructional practices; the psychology of motivation; and the dynamics of small groups and group process.

2. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. Planning, implementing, and evaluating health education programs

A test of knowledge of facts, trends, principles, and theories in the area. The subtest will deal with, but not necessarily be confined to: the planning process; program planning; identifying program objectives; identifying target groups; analyzing target groups; determining knowledges, skills, and aptitudes to be developed in target groups; designing and organizing the specific learning; implementing experiences; staffing; program evaluation; and the evaluation of appropriate materials.

4. 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.

5. Principles of educating and training

These questions test for the knowledge and abilities used to provide instruction to individuals and groups in settings typically outside the workplace. Instruction of this sort may be given to members of the public or groups with a specialized interest or concern. The questions address issues such as determining what is to be taught; developing and evaluating instructional plans; developing, using, and evaluating training methods and materials; motivation; learning; interacting with learners; and evaluating the success of instruction.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850