

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

TITLE: Director of Health Promotion

EXAM NO: 63068

SALARY: \$28.90/hr - 2017 Hire Rate

EXAM DATE: 09/09/17

ISSUE DATE: 07/19/17

THE FINAL DATE TO FILE APPLICATIONS: 08/03/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/10/17

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 Director of Health Promotions located at the Tompkins County Health Department. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time and/or temporary positions 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 Master's Degree in public health or health education **AND** one (1) year of experience in health education; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in health education, health science, public health, health promotion, community health, or health communications **AND** two (2) years experience in health education; **OR**
- c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education, nursing, epidemiology, wellness and fitness, nutrition, or in a health-related field **AND** three (3) years of experience in health education; **OR**
- d) Any combination of education and experience equal to or greater than that defined in (a), (b), or (c) above.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for the Department's development, coordination, implementation and evaluation of community based educational programs to meet public health needs utilizing the concepts of prevention and communication including public information, referral, community education and outreach. The incumbent applies the principles of behavioral sciences in public health programs to foster the voluntary adaptation of behavior and environmental change to improve or maintain health. The work includes a focus on population health that may include multiple health issues. This position serves as the Public Information Officer for the Health and Mental Health Departments. The work is performed under general supervision of the Public Health Director with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision may be exercised over Public Health Educators, the Healthy Neighborhoods Program and/or other related staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists in directing, planning, and evaluating community based public health education programs; Applies policy concepts to use in a variety of community sectors regarding specific health topics;
- Coordinates public health education programs/activities with Health Department Divisions and provides training to Health Department staff;
- Coordinates community outreach and educational services regarding positive health behaviors, environmental change and reducing chronic disease risk factors;
- Develops and supports Department-wide public health detailing activities;
- Keeps abreast of current legislation and its impacts on the Department;
- Develops public health educational materials including social media, websites, pamphlets, posters, exhibits, power point, and audiovisual presentations;
- Researches and identifies evidence based programs and best practices to be used in a variety of community sectors; Coordinates outreach efforts for better utilization of existing health services;
- Applies and assists in the development and implementation of program evaluation tools conducted in the local community to determine effectiveness;
- Works closely with community partners for distribution and use of information regarding state and local products/programs for public use;
- Compiles required New York State Department of Health program reports and prepares a variety of records and correspondence related to the work including the community Health assessment and Community Health Improvement Plan;
- May supervise the work of Public Health Educators, Healthy Neighborhoods staff and/or other related staff;
- Represents the Tompkins County Health Department on community based committees and other health related organization boards as required and reports back to the Public Health Director and other Department staff;
- Prepares and reviews press releases and responds to media requests with direction from the Public Health Director;
- Develops and monitors program goals and objectives, compiles and analyzes data and completes all required paperwork and reports;
- Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the public health response requirements;
- Participates in leadership activities including orientation of new staff and participates in teams addressing work improvement projects.

KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices, and techniques of public health education and program management;
- Thorough knowledge of educational techniques, public relations, and methods of communication;
- Thorough knowledge of the nature and functions of community agencies which may contribute to, or benefit by, a public health education program;
- Good knowledge of data collection procedures and ability to survey public health education needs;
- Good knowledge of media campaign development, message design and social marketing;
- Ability to organize and direct the activities of others;
- Ability to establish and maintain effective relations with community agencies and people with a diverse cultural, economic, and social backgrounds;
- Ability to communicate effectively, both orally and in writing;
- Ability to work within a budget, maintain day-to-day fiscal management of a program, and understand and complete financial billing processes necessary for reimbursement;
- Ability to use technology for accurate, efficient, secure data management and communication;

- Ability to prepare reports and grant applications.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds but for the most part, physical effort is minimal. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are considerable for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation and coordinate community outreach and educational services. Internal contacts will be with department heads and hiring managers throughout the organization and will require professional collaboration on overlapping work projects and issues. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks and the successful implementation of health promotion programs. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

Originally created 12/21/2003

Title change only from Health Education/Promotion Director effective 05/16/2010. Title change from Director – Health Promotion Program 09/22/2016.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

3. 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.

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. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

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 online 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