

# 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:** Public Health Sanitarian

**EXAM NO:** 65762

**SALARY:** \$26.80 per hour - 2018 Hire Rate

**LOCATION:** Health Department

**EXAM DATE:** 09/29/18

**ISSUE DATE:** 08/01/18

**THE FINAL DATE TO FILE APPLICATIONS:** 08/16/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/30/18

**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.

### **LOCATION OF POSITION/VACANCIES:**

There is currently one vacancy in the title of Public Health Sanitarian 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, or temporary vacancy 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 which must have included at least thirty credit hours in the natural sciences, of which no more than twelve (12) credit hours may be in the applied sciences; **OR**
- (b) Five years of experience as a public health technician deemed satisfactory by the local Public Health Director and have satisfactorily completed a public health training course approved by the State Health Department.

### **SPECIAL REQUIREMENTS:**

- 1) The candidate must possess a valid NYS Driver's License at time of application and maintain such license for the duration of employment.

2) Under (a) above, the appointee must satisfactorily complete a training course approved by the New York State Health Department within two years of appointment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Health Department and involves responsibility for performing professional activities in the investigation and inspection of non-engineering aspects of environmental control. An employee in this class applies the principles of the physical, biological and social sciences for the detection, evaluation, control and management of those factors in the environment which influence human health. The incumbent receives general supervision from a higher level Sanitarian or Engineer. This position differs from that of Public Health Technician in greater complexity of the work involved and level of program responsibility. Supervision is exercised over a small staff of Public Health Technicians. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Inspects food service establishments, public and private water supplies, sewage disposal systems, bathing beaches and swimming pools, facilities for refuse disposal, ionizing radiation facilities, and general nuisances which may affect public health;
- Schedules Public Health Technicians to perform soil percolation tests and sewage system inspections; Supervises a small staff of Public Health Technicians by making work assignments and reviewing results for technical accuracy;
- Assesses complaint calls, recommends solutions or schedules technicians to investigate;
- Collects water, food and other samples for laboratory examination to determine organic or inorganic and bacterial contamination;
- Prepares reports and case histories on inspections, investigations and program status and arranges for enforcement action, office conferences and legal hearings;
- Participates in enforcement proceedings including testifying at hearings;
- Reviews plans for individual sewage disposal systems to determine code compliance;
- Collects, preserves, and ships suspected diseased animals to State Laboratory for analysis;
- May investigate communicable disease outbreaks, emergencies, and petroleum and chemical spills; Interprets laboratory results of water and food analyses;
- Performs soil tests, including visual observation of soil type, texture, strata and physical test of soil permeability;
- Inspects sites and advises home owners and contractors on design of individual sewage systems depending on varying soil conditions;
- Teaches sanitary food handling techniques to food service establishment personnel;
- Oversees the lead screening program including collection of blood samples, training of staff, home visits, inspections and related activities;
- Provides education to public or regulated facilities about codes or Public Health practices;
- Responsible for administration of one or more program areas in the Environmental health Program;
- Develop program goals and objectives, prepares reports on program activities;
- Advise Senior Public Health Sanitarian or Senior Public Health Engineer on program policy and priorities;
- May edit and update web pages.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of environmental health practices;
- Good knowledge of laws pertaining to the inspections of solid waste facilities, water supply and sewage disposal systems, food service establishments, temporary housing and other regulated facilities;
- Working knowledge of natural science and mathematics;
- Ability to prepare and make concise reports;
- Ability to explain legal provisions and environmental health practices;
- Ability to establish effective working relationships with a wide variety of people;
- Ability to plan and supervise the work of others;
- Ability to train others in environmental health inspection work;
- The employee's physical condition shall be commensurate with the demands of the position.

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**Complete Scope of the examination and Expanded subtest descriptions:**

### 1. Arithmetic reasoning

These questions test for the ability to solve basic arithmetic problems presented in sentence or short paragraph form. The problems may require the use of addition, subtraction, multiplication, division, determining percentages, and basic algebraic and geometric calculations.

### 2. Evaluating conclusions in light of known facts

These questions will consist of a set of factual statements and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

### 3. 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.

### 4. Basic principles of biology, chemistry, and general science

These questions test for knowledge of elementary concepts and principles in the fields of general science, biology, and chemistry.

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: <https://www.cs.ny.gov/testing/testguides.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.

**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