

# **TOMPKINS COUNTY CIVIL SERVICE VACANCY**

## **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 Fellow Coordinator

**SALARY:** \$24.64/hr hire rate/\$26.74/hr work rate

**TYPE OF EMPLOYMENT:** Full

**ISSUE DATE:** 10/15/21

**THE FINAL DATE TO FILE APPLICATIONS:** 12/19/21

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 12/20/21

**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.

This position will work with the local health department supervisors and fellows on efforts related to the NYSPHC Local Public Health Partnership. The coordinator will be responsible to track and report information to regional coordinators regarding the local program. The coordinator will be responsible for the supervision of the fellows.

#### **MINIMUM QUALIFICATIONS:**

1. Possession of a Master's degree in Public Health or Health Education; **OR**
2. Possession of a Master's degree **AND** two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of an education program, **OR**
3. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree **AND** four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in the coordination of an education, community education or human service program.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

#### **DISTINGUISHING FEATURES OF THE CLASS**

The Public Health Fellow Coordinator is a position designed to identify placement opportunities within the local health department (LHD) and other partners within the county's public health network to provide work experience for NYSPHC Fellowship Program fellows. The coordinator will communicate regularly with LHD supervisors on efforts across the NYSPHC Local Public Health Partnership. The coordinator will work with organizations as needed or beneficial to the community to arrange for work experiences that align with the program mission and the federal CDC ELS requirements. The coordinator will be

responsible to track and report information to the NYSPHC Fellowship Placement Coordinators. The coordinator will be responsible for the supervision of the fellows in collaboration with the organizations assigned leadership. The work is completed under the supervision of the Public Health Director or designee. The position may require interaction with a variety of individuals, organizations, departments, and governments, depending upon project opportunities. The coordinator will perform all related work as required.

**TYPICAL WORK ACTIVITIES:** Typical duties and projects may include any of the following:

- Identifies and arranges placement opportunities with the LHD and other partners within the county's public health network;
- Communicates regularly with LHD supervisors;
- Tracks and reports information from the LHD for submission to the NYSPHC Fellowship Placement Coordinators including information about the organization's supervision of the fellow(s), as articulated by the Individual Fellowship Program Plan(s);
- Identifies a community-based mentor (or mentors) from the local public health network who will participate in the NYSPHC Local Public Health Partnership(s) to provide locally relevant technical support and professional guidance to fellows and to communicate as needed with other community-based mentors and educational institutions on professional development opportunities;
- Reviews Monthly Progress Reports prepared by NYSPHC fellows and addresses any issues;
- Works with the NYSPHC Program Fellowship Placement Coordinator to build and oversee the NYSPHC Local Public Health Partnership to enhance fellow experiences by providing mentorship and facilitate professional growth activities, including technical information and public health priorities;
- Communicates regularly with the Fellowship Placement Coordinator on matters that arise from the implementation or necessary revision of Placement Agreements between the LHD and other organizations;
- Reviews and understands the Cornell University's Public Health Essentials Certificate Program;
- If a fellow is placed outside of the LHD, identifies a supervisor to direct the day-to-day work of fellows and assigns fellows to fulfill the county's public health mission by assigning tasks that are based on their skill sets and the needs of the community;
- Engages with higher education in the region to bring professional learning opportunities to the fellows, mentors and other in the local public health network.

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

- Working knowledge of the purposes, principles, terminology and practices employed in public health;
- Working knowledge of legislation, current problems and professional literature in public health;
- Working knowledge of advanced professional techniques in the field of public health;
- Working knowledge of local and state law, procedures and policies as they relate to the mission of county government;
- Working knowledge of administrative planning, management, and supervision as it applies to the position;
- Working knowledge of County government, geography, economics, demographics, society, goals, policies and procedures;
- Working knowledge of county department operations, organization, accountability, and responsibility;
- Ability to research information, collect data, and interpret and analyze findings;
- Working knowledge of adult education principles and practices;
- Good knowledge of and experience as a facilitator, coordinator of work programs and information for instructors, staff and the general public;
- Good knowledge of the community's education resources;
- Excellent communication skills;
- Ability to communicate clearly and effectively, both verbally and in writing;
- Ability to organize and initiate activities;
- Ability to present ideas effectively to individuals and groups;
- Ability to work cooperatively and effectively with internal staff and external community resources;
- Ability to plan and coordinate training programs;
- Physical condition commensurate with the demands of the position.

Originally created: 9/2021

## 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