

**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:** Senior Environmental Health Specialist

**EXAM NO:** 65280

**SALARY:** \$36.31/hr 2023 Hire Rate - \$39.43/hr 2023 Work Rate

**LOCATION:** Tompkins County Whole Health Department

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 06/10/23

**ISSUE DATE:** 04/07/23

**THE FINAL DATE TO FILE APPLICATIONS:** 04/28/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/11/23

**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 IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITION/VACANCIES:**

There is currently one vacancy in the title of Senior Environmental Health Specialist located at the Tompkins County Whole 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 lift of the eligible list.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in the physical and biological sciences, public health, or a closely related field; AND completion of one year of experience in environmental health or a related field or as a Public Health Sanitarian/Environmental Health Specialist; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree including thirty credit hours in the physical and biological sciences, AND completion of two years of experience in environmental health or a related field or as a Public Health Sanitarian/Environmental Health Specialist; **OR**

3. Five years as a Public Health Technician PLUS two additional years of environmental health experience as deemed satisfactory by the local Commissioner of Health or Public Health Director; **OR**

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

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

**SPECIAL REQUIREMENTS:**

Appointees must satisfactorily complete a training course approved by the State Health Department within one year of appointment.

Appointees must possess a valid New York State driver's license at time of appointment and maintain such license for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for supervising and performing complex work in the application of the principles of the physical, biological and social sciences for the detection, evaluation, control and management of those factors in the environment which influence health. An employee in this class is responsible for planning, supervising, carrying out, and enforcing one or more environmental health programs. The work is performed under the supervision of the Director of Environmental Health Division. Supervision is exercised over Environmental Health Technicians and Environmental Health Specialists who are responsible for one or more public health programs. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Supervises all or part of one or more major environmental health programs such as: food service establishments, rabies prevention, public water systems, and private sewage disposal. This supervision includes: interpreting codes, policies, and guidelines; developing program goals and objectives; preparing statistical and narrative reports; initiating and following through with enforcement actions (office conferences, compliance schedules, administrative hearings, etc.) with the Assistant County Attorney, Hearing Officers and others. Supervises subordinate staff who are responsible for supervising and administering one or more environmental health programs such as: private water systems, rabies control, bathing beaches and pools, summer camps, hotels/motels, etc. This supervision includes: preparing written evaluations of staff; training and advising Environmental Health Specialists and Technicians in technical and administrative matters; reviewing written reports and correspondence for completeness, and adherence to division policies; Studies present and proposed local regulations to determine conformity with the State Sanitary Code and confers with local officials regarding resolutions which do not conform. Develops program policies and priorities with the Environmental Health Director and Whole Health Commissioner. Develops and maintains contacts with State Health Department personnel, municipal Code Enforcement Officials, and other professionals to ensure overlapping services are efficiently administered; Investigates communicable disease outbreaks, (food, water, etc.), which includes interviewing ill persons, obtaining stool, vomitus, food, water samples; write epidemiological reports; and work with the Division of Community Health Services during the investigation and education phases of such out breaks; Conducts epidemiological investigations relating to injuries, illnesses and deaths at permitted facilities; Performs field investigations at potentially dangerous and disagreeable areas such as construction sites, garbage and refuse disposal area, hazardous waste sites, chemical spill sites, failed sewage systems, rodent and insect infestations. Educates community public action groups, regulated facilities, engineers and attorneys about development and administration of codes, programs and/or Public Health practice; May be required to edit and update web pages.

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

Thorough knowledge of environmental health principles and modern inspection methods;

Thorough knowledge of state and local sanitary codes, laws and regulations, and applicable portions of Environmental Conservation Law and the Agriculture and Markets Law;

Good knowledge of natural science and mathematics;

Ability to plan and supervise the work of Environmental Health Specialists and Environmental Health Technicians;

Ability to develop and maintain good public relations and secure the cooperation of others;

Ability to work under pressure from frequent interruptions and conflicting deadlines and priorities;

Ability to communicate codes, rules, and public health practices to people under tense conditions, sometimes with sharp disagreement, to facilitate abatement of public health nuisances and hazards;

Ability to prepare records and reports;

Physical condition commensurate with the demands of the position which includes walking over rough ground carrying environmental samples, test kits, tools, and climbing ladders;

Ability to use field test kits and meters for water and air analyses and collect environmental samples for precise laboratory analyses;

Good professional judgement.

Originally created 03/80 S29.doc

Change in title from Senior Public Health Sanitarian (S29) to Senior Environmental Health Specialist (S174) 1.19.2022

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

### **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.

### **Inspection and interviewing techniques**

These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.

### **Application of scientific principles and knowledge to public and environmental health protection**

These questions test for knowledge of public and environmental health principles, the ability to investigate and identify the causes of various public and environmental health problems, and to recommend the appropriate remedial actions for such problems.

## **Microbiology as related to disease prevention and control, sanitary chemistry, and toxic substances**

These questions test for knowledge of the principles and practices of microbiology involved in disease prevention and control, including such areas as food, water and environmental sanitation, toxic substances, and communicable diseases.

## **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

## **Test guide:**

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line 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.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