

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

TITLE: Director of Environmental Health (Promotional)

SALARY: \$55.57 /hr 2025 Hire Rate, \$58.49/hr 2025 Work Rate (after 9 months)

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 06/06/25

THE FINAL DATE TO FILE APPLICATIONS: 06/13/25

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/14/25

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.

There is currently one promotional opportunity in the title of Director of Environmental Health located at Tompkins County Whole Health. This is a provisional appointment open to eligible employees currently working in the Environmental Health Division. The selected candidate will be responsible for leading and overseeing all Environmental Health programs and staff. Interested applicants should submit a resume and cover letter outlining their qualifications and interest in the position.

PROMOTIONAL QUALIFICATIONS:

This departmental promotional opportunity is limited to current employees of Tompkins County Whole Health Department. Applicants must currently hold, and have held, at least five years of competitive class status as a Senior Public Health Sanitarian, Senior Environmental Health Specialist, or Public Health Engineer.

Special Requirements:

1. The selected candidate must also satisfy the minimum qualifications set by Section 11.90 of the New York State Sanitary Code at time of appointment.
2. The successful candidate must possess a valid NYS driver's license at the time of appointment and maintain such license continuously for the duration of employment.

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

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for developing, planning, supervising, implementing, evaluating, budgeting, and enforcing environmental health programs for the County. The incumbent will advise, educate, and collaborate with public officials, facility owners and operators, and County residents regarding compliance with all applicable laws, rules, codes, policies, and provide leadership in promotion of public health through application of environmental health practices. The employee's external contacts may be with Legislators, other high-ranking officials and administrators, or heads of public or private agencies and involve important issues of public health policy and interagency cooperation. The Director of Environmental Health's internal contacts will be across units within the department as well as across departments within the organization and will entail developing public health programs and coordinating activities. A high level of interpersonal skill is necessary in order to persuade, motivate and influence people under adverse or tense conditions and to facilitate meetings and negotiations involving important and difficult public health issues. The employee exercises a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Risk of injury or illness is minimal. The work environment may entail some exposure to disagreeable conditions and visual effort is moderate. The work is performed under the general direction of the Whole Health Commissioner with wide leeway allowed for the exercise of independent judgment. This position has direct responsibility for all personnel in the Environmental Health division, which is a major division of a large county department. The incumbent does related work as required with considerable autonomy and independent judgment in planning and carrying out the details of the work.

TYPICAL WORK ACTIVITIES:

- Plans, develops, supervises, and participates in a variety of environmental health program activities, including all state mandated core programs and locally adopted programs to ensure compliance with applicable standards of public health and safety;
- Prepares plans, supervises the response, and coordinates with state and community partners on issues related to emerging environmental contaminants and other environmental health issues of community concern;
- Prepares and supervises the preparation of a variety of statistics, data, reports, and records;
- Researches, prepares, and supervises the preparation of specialized reports such as environmental projects, code revisions, fee schedules, legal data, staffing recommendations, cost studies, and budget estimates;
- Consults with professional staff on matters concerning financial, legal, medical, and engineering implications of administering environmental health programs;
- Ensures training, supervision, and evaluation of subordinate technical and support staff;
- Develops internal policies and procedures and establishes program priorities;
- Represents the Health Department in matters related to environmental health programs;
- Responds to requests from public officials and the general public regarding issues related to environmental health;
- Performs environmental health field-work including on-site supervision, investigations, tests and diagnosing, and resolving difficult problems; and
- Maintains relationships and cooperates with state and federal agencies whose work or policies affect the environmental health programs.
- Responsible for staff recruitment, selection, orientation, training and supervision.

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

- Thorough knowledge of modern principles and practices of environmental health administration;
- Thorough knowledge of federal, state, and local laws, rules, regulations, and sanitary codes;
- Comprehensive knowledge of natural science and mathematics;
- Comprehensive knowledge of budget preparation and administration;
- Working knowledge of public information and public relations techniques;
- Ability to plan, organize, coordinate, administer, and evaluate the effectiveness of program plans and provision of services related to environmental health;
- Working knowledge of computer use and software programs;
- Ability to prepare budgets, operating reports, and a variety of other reports relative to program activities;

- Thorough knowledge of the principles, practices and techniques of supervision;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to inspect for and detect environmental health problems and hazards;
- Ability to establish and maintain effective working relationships with others;
- Ability to deal effectively with the public; and
- Physical condition commensurate with the demands of the job.

Originally created January 10, 2007

Job Code - D84.doc

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