

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: Health Educator

SALARY: \$31.48/hr - Hire Rate (2026); \$34.13/hr - Work Rate (2027)

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 07/17/26

THE FINAL DATE TO FILE APPLICATIONS: 08/16/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 08/17/26

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.

We're hiring a Health Educator! Join the Whole Health Team as the Tompkins County coordinator for the Advancing Tobacco-Free Communities (ATFC) grant and administering JUUL Settlement funding. The ATFC role works with Cortland and Chenango counties to continue the initiatives that Tobacco Free Tompkins has developed for more than 25 years. The candidate will be innovative and committed to further developing comprehensive tobacco control efforts that include public education campaigns, youth engagement, retail and marketing restrictions, and proven policy strategies that are essential to counter the influence of tobacco industry marketing and reinforce consistent smoke-free norms.

The Health Educator will also coordinate the implementation of JUUL Settlement funds in Tompkins County. Interventions will be focused on 1) public awareness campaigns to prevent youth vaping (e-cigarette use) and promote penalties for sales to minors and regulations for businesses that sell vape products, 2) evidence-based tobacco training for professionals who work with youth, 3) evidence-based youth vaping cessation programs, and 4) conduct surveillance on youth vaping and vape products. Youth vaping continues to be a concern in Tompkins County with 22% of 12th graders reporting nicotine vape use in their lifetime. The funding will be used to remediate the harm caused by vaping and prevent future initiation.

This is a full-time, benefits-eligible position at 35 hours per week, with a Hire Rate of \$31.48 per hour and a Work Rate of \$34.13 per hour after nine months of continuous employment. This is a HELP approved title. No exam is required.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in health education, health science, health promotion, community health, health communications, public health, social work, psychology, or a closely related field; **OR**
2. Graduation from a regionally accredited or New York State registered college with an associate's degree in health education, health science, health promotion, community health, health communications, public health, or a closely

related field **AND** one (1) year of full-time paid (or the equivalent part-time) experience in community or public health, health education, health promotion or health communication; **OR**

3. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

The employee must possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our Strategic Plan and Institutionalizing Equity Report, which embed equity across our operations.

DISTINGUISHING FEATURES OF THE CLASS:

This position requires the incumbent to administer county-wide public health educational programs and campaigns with a focus on disease prevention and wellness. The responsibilities of this position involve using data to drive planning, developing, implementing, and evaluating public outreach and education programs and campaigns. The applicant will guide creative development and implementation of education campaigns. The applicant may coordinate and staff community events and facilitate public health educational programs. An employee in this class will work closely with and under the guidance of the Director of Health Education to develop outreach strategies and presentations to community and youth groups, organizations and policy makers for topic areas such as chronic disease prevention, tobacco and vape use prevention, and home safety. The work is performed under the direct supervision of the Director of Health Education. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Coordinates education and outreach efforts with community, county, regional and state partners;

Develops and updates displays and information/education materials for presentations and outreach initiatives related to chronic disease prevention, tobacco and vape prevention, and other topic areas;

Develops public outreach programs including direct community engagement to promote positive health outcomes and increase health equity in Tompkins County;

Engages diverse individuals and groups to improve health behaviors and improve population health;

Develops outreach materials and delivers presentations to build awareness and increase engagement in health education topics;

Organizes and maintains records of program activities, including evaluation metrics and quality improvement for required documentation;

Educates policymakers about policy changes related to chronic disease prevention and other topics areas;

Engages diverse groups to educate about policy changes related to topics such as tobacco control;

Writes brief summaries and highlights of the educational programs and activities to include in public newsletters, press releases, and other media outlets.

Utilizes strong data skills to inform program and campaign development, as well as to assess and evaluate programs and campaigns.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of public health education and community health;

Working knowledge of Microsoft Office Suite;

Good verbal and interpersonal communication skills;

Good organization and time management skills;

Moderate autonomy and good judgement is exercised to perform job activities and duties, especially when conducting community presentations, programming, and outreach;

Ability to develop and present appropriate educational and awareness programs for various target groups consistent with objectives and directives;

Considerable interpersonal skills needed to persuade, motivate or influence others regarding individual behaviors, at times under challenging conditions; Experience with motivational interviewing;

Ability to compile data and prepare a variety of written documents;

Ability to change work focus readily and easily;

Ability to work in a team environment;

Ability to select media and communications appropriate for selected targeted audiences;

Ability to develop and or implement strategic communications outreach;

The work requires moderate physical effort, including computer work and standing/walking for periods of time.

Originally created: 6/2001

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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-FILE - 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