



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094**

*Malcolm A Needler  
Personnel Officer  
(716) 438-4071*

## **PUBLIC HEALTH EDUCATOR**

### **No 67-493 Examination Open to the Public**

**Salary Range: \$26.04 - \$30.56**

The examination will be held to establish an eligible list used to fill three (3) current vacancies and any other appropriate vacancies in the Niagara County Public Health Department that may occur during the life of the list.

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in health education, health science, public health, health promotion, community health or health communications; **OR**
2. Graduation from a regionally accredited or New York State Registered approved college or university with a Bachelor's Degree in education, nursing, epidemiology, wellness and fitness, or nutrition and one (1) year of paid experience health education; **OR**
3. Graduation from a regionally accredited or New York State Registered approved college or university with a Bachelor's Degree in marketing, human services, social work or psychology and two (2) years of paid experience health education; **OR**
4. Graduation from a regionally accredited or New York State Registered approved college or university with a Master's Degree in public health or health education.

**NOTE:** Verifiable paid part-time experience may be pro-rated toward meeting full-time experience.

**SPECIAL REQUIREMENT:**

1. A local public health educator must satisfactorily complete fifteen (15) hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment;
2. Possession of a valid New York State driver's license at time of appointment and for the duration of employment.

**DUTIES:** The work involves responsibility for coordinating, planning and administering educational programs, geared towards health prevention and/or fostering healthy behavior, for a County Public Health Department. The incumbent is responsible for evaluating the public health education needs of a community, submitting grant requests to the State for programs based on the needs of the community, and completing and submitting mandated plans necessary to receive funding. The incumbent is also responsible for coordinating and working health fairs; work-site wellness programs; diabetes clinics; and any other related public health education program consistent with Federal and State laws and rules for administering health related educational programs. In addition, the incumbent participates in the Community Health Assessment and the Municipal Health Services Plan. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out the details of the work. General supervision is exercised over the work of subordinate employees. Does related work as required

**NOTICE TO CANDIDATES:** The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.  
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

**FILING DEADLINE**

**FEBRUARY 21, 2022**

A **non-refundable \$15.00 application fee** is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

**ANNOUNCEMENT ISSUED: January 25, 2022**

**EXAMINATION DATE**

**APRIL 2, 2022**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**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.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Educating and interacting with the public:** These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.
2. **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.
3. **Behavioral science concepts related to public health education:** A test of basic concepts of sociology and psychology related to the accomplishment of change in the behavior of individuals and groups.

The subtest will deal with, but not necessarily be confined to:

The characteristics of specific groups and how these variables relate to behavior.

The psychological and sociological factors affecting behavior and behavior change: the psychology of learning and related instructional practices; the psychology of motivation; and the dynamics of small groups and group process.

4. **Planning, implementing, and evaluating health education programs:** A test of knowledge of facts, trends, principles, and theories in the area.

The subtest will deal with, but not necessarily be confined to: the planning process; program planning; identifying program objectives; identifying target groups; analyzing target groups; determining knowledges, skills, and aptitudes to be developed in target groups; designing and organizing the specific learning; implementing experiences; staffing; program evaluation; and the evaluation of appropriate materials.

5. **Principles of educating and training:** These questions test for the knowledge and abilities used to provide instruction to individuals and groups in settings typically outside the workplace. Instruction of this sort may be given to members of the public or groups with a specialized interest or concern. The questions address issues such as determining what is to be taught; developing and evaluating instructional plans; developing, using, and evaluating training methods and materials; motivation; learning; interacting with learners; and evaluating the success of instruction.

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>.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**

Niagara County Civil Service #2022-32