



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094-2740

Malcolm A Needler
Personnel Officer
(716) 438-4071

ASSOCIATE SUPERVISORY PUBLIC HEALTH SANITARIAN

No 72-366 Promotional Examination

Salary Range: \$39.22 - \$45.47

The examination will be held to establish an eligible list used to fill one (1) current vacancy and any other appropriate vacancies in the Niagara County Health Department that may occur during the life of the list.

PROMOTIONAL QUALIFICATIONS: Two (2) years of permanent competitive class status as a Supervisory Public Health Sanitarian or five (5) years permanent competitive class status as a Public Health Sanitarian at the Niagara County Health Department immediately preceding the date of exam.

SPECIAL REQUIREMENT:

1. Individuals meeting the above requirements may apply for a certificate as an Associate Supervisory Public Health Sanitarian issued by the Niagara County Public Health Director. Possession of the certificate is required at time of appointment;
2. Possession of a valid New York State driver's license at time of appointment and for the duration of employment.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

NOTE: Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

DUTIES: In a municipality having 100,000 to 350,000 population, this specialized professional work involves responsibility for planning, supervising and carrying out one or more public health programs and/or limited environmental conservation health programs. Supervision is exercised over a staff which may include a supervisory public health sanitarian, public health sanitarians, trainees, and public health technicians. Does related work as required.

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

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

APRIL 27, 2023

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**

EXAMINATION DATE

JUNE 10, 2023

NOTICE TO CANDIDATES: The **ANNOUNCEMENT ISSUED: March 21, 2023** 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.**

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. **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.
2. **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.
3. **Program planning and evaluation:** These questions test for knowledge of the principles and practices involved in effective program planning and management and may include such areas as designing programs to achieve certain goals, staffing program activities, coordinating and guiding the progress of program activities, and evaluating the effectiveness of such programs.
4. **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.
5. **Administrative supervision:** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

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 examinations for positions in State government will be held at a State Examination Center.

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](#)**