



Human Resources & Insurance Committee

Thursday, February 3, 2022 3PM

Chair: Kevin Tollisen

Members:

Diana Edwards
Joe Grasso
Mark Hammond
Jonathan Schopf
Kevin Veitch
Tom Wood

- I. Welcome and Attendance
- II. Approval of the minutes of the November 30, 2021 meeting.
- III. Appointment of a Vice-Chair.
- IV. Workers Compensation Report
- V. Resolution Authorizing an agreement with 4 My Benefits, Inc. to continue the maintenance of web-based employee enrollment and benefits administration system.
- VI. Resolution Authorizing an Agreement with Saratoga Hospital, Inc., Corporate Health Services
- VII. Resolution Authorizing an Amendment to the Compensation Plan Under Public Health.
- VIII. Resolution Authorizing a Stipend for, Senior Planner, Under Planning Department.
- IX. Resolution Authorizing an Amendment to the Compensation Plan Under Management Matrix.
- X. Resolution Authorizing Amendments to the Saratoga County Policy and Procedures Manual Under Chapter 1, Section A—Use and Maintenance of County Owned Vehicles and Operation of personal Vehicles for County Business.
- XI. Other Business
- XII. Adjournment

The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145

Access Code: 1840389

Human Resources and
Insurance Committee
Meeting

February 3, 2022





DECEMBER 2021 DATA



Participant	Total Paid	Claims Received	24/7 Utilization	
			Yes	No
City of Mechanicville-Public Works	\$1,136.56	0	0	0
City of Saratoga Springs-All Other	\$730.68	0	0	0
City of Saratoga Springs-Fire Department	\$13,098.76	0	0	0
City of Saratoga Springs-Police Department		2	2	0
City of Saratoga Springs-Public Works	\$9,127.60	1	1	0
Clifton Park Halfmoon Emergency Corp-Paid	\$1,239.23	1	1	0
Clifton Park Halfmoon Emergency Corp-Vol	\$735.53	0	0	0
Clifton Park Water Authority	\$870.50	0	0	0
Malta-Stillwater Ambulance Corps-Volunteer	\$1,727.00	0	0	0
Saratoga Co -County Clerk, Dept Motor Veh	\$613.97	0	0	0
Saratoga Co -Public Health Nursing Service	\$150.93	0	0	0
Saratoga Co -Public Works Building & Grnds	\$9,819.17	0	0	0
Saratoga County-Animal Shelter	\$3,277.24	0	0	0
Saratoga County-Board of Elections	\$0.00	1	0	1
Saratoga County-County Attorney	\$139.09	0	0	0
Saratoga County-Maplewood Manor	\$7,338.98	0	0	0
Saratoga County-Public Works Highway	\$9,703.86	4	4	0
Saratoga County-Sewer District	\$6,652.39	0	0	0
Saratoga County-Sheriff	\$26,637.76	1	1	0
Saratoga County-Social Services	\$91,028.41	1	1	0
Schuylerville-Victory Board-Water Mgmt	\$1,117.77	0	0	0
Town of Ballston-Public Works	\$0.00	1	1	0
Town of Charlton-All Other	\$929.92	0	0	0
Town of Clifton Park-All Other	\$2,753.61	1	1	0
Town of Clifton Park-Public Works	\$533.10	0	0	0
Town of Edinburg-All Other	\$2,193.68	0	0	0
Town of Hadley-All Other	\$729.52	0	0	0
Town of Hadley-Public Works	\$3,127.46	0	0	0
Town of Halfmoon-All Other	\$1,169.50	0	0	0
Town of Halfmoon-Public Works	\$900.59	0	0	0
Town of Halfmoon-Youth	\$8.50	0	0	0
Town of Malta-All Other	\$92.65	0	0	0
Town of Milton-All Other	\$2,854.87	0	0	0
Town of Milton-Public Works	\$15.00	0	0	0
Town of Moreau-All Other	\$12,327.31	0	0	0
Town of Northumberland-All Other	\$789.98	0	0	0
Town of Waterford-All Other	\$5.00	0	0	0
Town of Waterford-Public Works	\$5.00	0	0	0
Town of Wilton-All Other	\$0.00	1	0	1
Town of Wilton-Public Works	\$34.54	0	0	0

Village of Ballston Spa-Public Works	\$2,424.63	0	0	0
Village of Schuylerville-Public Works	\$2,729.90	0	0	0
Village of South Glen Falls-Public Works	\$210.00	0	0	0
Village of Waterford-Police Department	\$70.00	0	0	0
Vol Fire Dept-Ballston Lake Fire Dept.	\$1,452.85	0	0	0
Vol Fire Dept-Clifton Park-Halfmoon Fire Dep	\$1,534.27	0	0	0
Vol Fire Dept-Clifton Park-Jonesville Fire	\$562.42	0	0	0
Vol Fire Dept-Clifton Park-Vischer Ferry Fre	\$220.00	0	0	0
Vol Fire Dept-Corinth Vol Fire Association	\$15.00	0	0	0
Vol Fire Dept-Edinburg Volunteer Fire Co	\$5.00	0	0	0
Vol Fire Dept-Greenfield Fire District	\$5,322.00	0	0	0
Vol Fire Dept-Halfmoon-Waterford Fire Dist	\$1,177.42	0	0	0
Vol Fire Dept-Northumberland-Gansevoort Fire	\$127.00	0	0	0
Vol Fire Dept-Vil of Schuylerville-Schuyler	\$4,620.00	1	1	0
Vol Fire Dept-Vil of South Glens Falls Fire	\$3,020.30	0	0	0
Vol Fire Dept-Vil of Stillwater-Newland Wd	\$1,600.00	0	0	0
Vol Fire Dept-West Crescent Fire District	\$474.62	0	0	0
Waterford Water Commission	\$229.00	0	0	0
Wilton Emergency Squad-Paid	\$2,586.07	0	0	0
TOTALS	\$241,996.14	15	13	2



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office

FROM: Human Resources Department

DATE: January 27, 2022

RE: 4 My Benefits Inc.

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)

4. Specific details on what the resolution will authorize:

Authorizing an agreement with 4My Benefit Inc. for the web-based employee enrollments and benefit administration system annually at a fee to include: \$3.25 per month per employee and a fee of \$1.25 per month per retiree with totals not to exceed over \$70,000. (See Remarks)

5. Does this item require hiring a Vendors/Contractors: YES or NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date
 - Salary and grade
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Resolution request for 4 My Benefits Inc, to continue the maintenance of web-based employee enrollment and benefits administration system. The County pays the contractor a fee to include: \$3.25 per month per employee and a fee of \$1.25 per month per retiree with totals not to exceed over \$70,000.
- Effective 1/1/2022, the contract is subject to automatic renewal for additional terms of one year unless written notice by either party is given or there has been a change in the participant rate.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~82-2018~~

Introduced by Supervisors Wood, DeLucia, Grattidge, Johnson, Lucia, Peck and Wright

AUTHORIZING A RENEWAL AGREEMENT WITH 4MYBENEFITS, INC. FOR THE CONTINUED MAINTENANCE OF AN EMPLOYEE BENEFITS WEB PORTAL

82-2018

WHEREAS, pursuant to Resolution ~~266-2016~~, this Board of Supervisors authorized an agreement with 4MyBenefits, Inc. for the development of a web-based employee enrollment and benefits administration system for the term ~~December 31, 2016 through December 31, 2017~~ ^{January 1, 2018 through December 31, 2019} at a ~~cost to include an initial set-up fee of \$10,000;~~ ^{subject to renewal for up to two (2) additional terms of one (1) year each,} a fee of \$3.25 per month per employee; and a fee of \$1.25 per month per retiree; with total costs not to exceed ~~\$70,000;~~ ^{\$80,000;} and

WHEREAS, the customized employee benefits website developed and maintained by 4MyBenefits, Inc. for the County: i) provides specific health benefits information and communications to employees; ii) is utilized by employees to change their health insurance plans and dependents during periods of open enrollment and qualifying events; iii) is utilized for new employee orientation; ~~and iv) produces and maintains IRS 1095 forms for employees and retirees; and~~

~~WHEREAS, 4MyBenefits, Inc. has submitted a proposal to renew its agreement to maintain an employee benefits web portal for the County at the same fee of \$3.25 per month per employee and \$1.25 per month per retiree; and~~

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the proposal of 4myBenefits, Inc. be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized and directed to execute a contract with 4myBenefits, Inc. of Cincinnati, Ohio, for the continued maintenance of a web-based employee enrollment and benefits administration system, ~~to include the production and maintenance of IRS 1095 forms for County employees and retirees, for the term January 1, 2018 through December 31, 2019,~~ ^{of one (1) year effective, January 1, 2022} ~~subject to renewal for up to two (2) additional terms of one (1) year each,~~ ^{at a} ~~cost to include:~~ ^{rate} a fee of \$3.25 per month per employee; and a fee of \$1.25 per month per retiree; with total costs not to exceed ~~\$60,000;~~ ^{\$70,000} ~~and to further~~ ^{subject agreement will automatically renewed annually unless written notice is provided by either party or there is a change in the participant rates.}

RESOLVED, that the form and content of such contract shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Scot Chamberlain, Director of Human Resources/Personnel Officer

DATE: 1/28/2022

RE: Contract Renewal - Saratoga Hospital/Corporate Health Services

COMMITTEE: Human Resources & Insurance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)

4. Specific details on what the resolution will authorize:
Authorization of an agreement with Saratoga Hospital, Inc. Corporate Health Services for it's physical examinations and testing in accordance with it's fee schedule (attached) at the time services are rendered with the total not to exceed the sum of \$30,000 per calendar year upo submission of a properly documented voucher.

5. Does this item require hiring a Vendors/Contractors: YES or NO

- a. Were bids/proposals solicited: No
- b. Is the vendor/contractor a sole source: Yes
- c. Commencement date of contract term: 01/01/2022
- d. Termination of contract date: 12/31/2022
- e. Contract renewal and term: 1 Year Renewal
- f. Contact information: Saratoga Hospital, Inc., Corporate Health Services, 211 Church Street, Saratoga Springs, NY 12866
- g. Is the vendor/contractor an LLS, PLLC or partnership: No
- h. State of vendor/contractor organization: New York
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution 1/1/21 - 12/31/21
 - b. Are the terms changing: No
 - c. What is the reason for the change in terms:
Contract Expired
7. Is a new position being created: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:

10. Remarks/Reasoning (Supporting documentation must be attached to this form):

Resolution 2021-82 executed an agreement with Saratoga Hospital, Inc. Corporate Health Services for the term 1/1/21 - 12/31/21 that has since expired. Saratoga Hospital provides physical examinations and laboratory testing required for new and current employees in accordance with Saratoga County's Substance Abuse Policy, Federal CDL regulations, and applicable Contract language, according to the contractor's fee schedule in effect at the time the services are rendered. Recommendation is being given to renew this contract.

OCCUPATIONAL MEDICINE PRICE INCREASE EFFECTIVE FEBRUARY 1, 2022

PROCEDURE	NEW PRICE
PHYSICAL EXAM-PRE EMPLOYMENT	90.00
PHYSICAL EXAM-19A	100.00
PHYSICAL-EXAM ASB/HAZMAT	95.00
PHYSICAL-DEPT OF TRANSPORT (DOT)	100.00
PHYSICAL EXAM-ANNUAL	90.00
PHYSICAL EXAM-RESPIRATORY	105.00
PHYSICAL EXAM-RADIATION	90.00
RETURN TO WORK EVAL - 15 MIN	65.00
RETURN TO WORK EVAL - 30 MIN	105.00
PULMONARY FUNCTION TEST	52.00
RESPIRATOR FIT TEST	57.00
AUDIOGRAM	47.00
ELECTROCARDIOGRAM	52.00
VISION-TITMUS	32.00
URINALYSIS-WITHOUT MICRO	16.00
URINE DRUG COLLECTION OTHER CHAIN	45.00
BREATH ALCOHOL TEST	45.00
PPD-TUBERCULIN TEST	25.00
CLINICAL FEE (admin vaccine)	25.00
SILVER, WHOLE BLOOD	45.00

3/16/21



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 82 - 2021

Introduced by Supervisors O'Connor, Grasso, Lant, Schopf, Richardson, Veitch and Wood

AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT WITH SARATOGA HOSPITAL, INC., CORPORATE HEALTH SERVICES FOR THE PROVISION OF PHYSICAL EXAMINATIONS AND LABORATORY TESTING SERVICES

WHEREAS, pursuant to Resolution 43-2020, the County entered into an agreement with Saratoga Hospital, Inc., Corporate Health Services for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2020 through December 31, 2020 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into a renewal agreement with Saratoga Hospital for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, ~~2021~~ through December 31, ~~2021~~ at a cost not to exceed \$30,000; now, therefore, be it ~~2021~~ ²⁰²² ~~2021~~ ²⁰²²

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Saratoga Hospital, Inc., Corporate Health Services, of Saratoga Springs, New York, for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, ~~2021~~ through December 31, ~~2021~~ at the rates set forth in Saratoga Hospital's Corporate Health ~~Services~~ ²⁰²² Fee Schedule at the ~~time~~ ²⁰²² the services are rendered, with the total cost of the contract not to exceed \$30,000; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the ~~2021~~ ²⁰²² budget.

2/25/20



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION 43 - 2020

Introduced by Supervisors Wood, Grattidge, Lawler, Lucia, Peck, Winney and Wright

AUTHORIZING THE CHAIR TO EXECUTE AN AGREEMENT WITH SARATOGA HOSPITAL, INC., CORPORATE HEALTH SERVICES FOR THE PROVISION OF PHYSICAL EXAMINATIONS AND LABORATORY TESTING SERVICES

WHEREAS, the County entered into a minor contract with Saratoga Hospital, Inc., Corporate Health Services, ("Saratoga Hospital") on September 29, 2010, for the performance of physical examinations and laboratory testing required for new and existing County employees at a cost not to exceed \$6,000; and

WHEREAS, said minor contract was amended in 2013, 2015, 2017 and 2018 to increase the minor contract's limit to \$15,000 and to update Saratoga Hospital's fee schedule, which contract limit was exceeded in 2018 due to an increase in the number of employees that needed to be tested in 2018; and

WHEREAS, pursuant to Resolution 47-2019, the County entered into an agreement with Saratoga Hospital, Inc., Corporate Health Services for the performance of physical examinations and laboratory testing required for new and current County employees, for the term December 1, 2018 through December 31, 2019 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and

WHEREAS, our Human Resources and Insurance Committee and the Director of Human Resources have recommended that the County enter into an agreement with Saratoga Hospital for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2020 through December 31, 2020 at a cost not to exceed \$30,000; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with Saratoga Hospital, Inc., Corporate Health Services, of Saratoga Springs, New York, for the performance of physical examinations and laboratory testing required for new and current County employees, for the term January 1, 2020 through December 31, 2020 at the rates set forth in Saratoga Hospital's Corporate Health Services Fee Schedule at the time the services are rendered, with the total cost of the contract not to exceed \$30,000; and, be it further

RESOLVED, that the form and content of such agreement shall be subject to the approval of the County Attorney.

BUDGET IMPACT STATEMENT: No budget impact.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Daniel Kuhles, MD MPH

DATE: 01/26/22

RE: Environmental Health Transition

COMMITTEE: HR

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
Addition of the following titles: Sanitarian, Senior Sanitarian, Principal Sanitarian, Chief Sanitarian, Public Health Engineer and Health Program Administrator.

4. Specific details on what the resolution will authorize:
Titles as above. Salaries
Sanitarian \$56,339
Senior Sanitarian \$86,696
Principal Sanitarian (Grade 16) \$74,660
Chief Sanitarian (Grade 15) \$74,660
Public Health Engineer (Grade 17) \$85,113
Health Program Administrator (Grade 13) \$65,533

5. Does this item require hiring a Vendors/Contractors: YES or NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date TBD
 - Salary and grade
- As above. These positions are required to operate a full service health department!
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):

These positions are required to operate a full service health department that provides all required environmental health services. The number of positions in each title will be determined based upon consultation with the Environmental Health Transition Task Force and NYSDOH Center for Environmental Health and added over time.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Environmental Health	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT OF WORK TIME	Job Title: Public Health Sanitarian
	<p>Contributes to the enforcement the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, safety, and healthcare facilities. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed. The Public Health Sanitarian is an entry level position, and under supervision, performs routine environmental inspection and survey functions.</p> <p>Performs functions to support environmental health, sanitation, and safety programs.</p> <ul style="list-style-type: none"> • Under supervision of a Senior Sanitarian, conducts on-site inspections of facilities and sites to ensure the health, welfare, and safety of the public, and compliance with regulations and standards; and records observations. Examples of facilities and sites include food service establishments, hotels, campgrounds, schools, parks, temporary residences, and beaches. • Evaluates observations and drafts finding reports to cite deficiencies, recommend correction action to program management, and inform facility operators of deficiencies and corrective action. • Conducts follow-up visits to ensure that deficiencies are resolved. • Reviews permit applications for compliance with environmental health requirements, and recommends issuance of permits. • Trains facility operators and staff on environmental health, sanitation, and safety issues. • Presents findings at enforcement proceedings. • Conducts environmental sampling; collects food, water, and environmental samples for laboratory testing; and interprets laboratory reports. • Investigates and responds to complaints and public health emergencies, such as illnesses, lead poisoning, and unsanitary conditions. • Performs regulatory and surveillance functions as a member of a survey team. • Reviews facility information and survey history, and participates in pre-survey meetings; utilizes information from meetings to plan and implement on-site surveillance strategies. • Evaluates observations and drafts reports of deficiencies; discusses issues with facilities; and conducts follow-up visits to ensure deficiencies are resolved.

- Makes recommendations on enforcement actions and presents survey findings at enforcement proceedings.
- Related duties as assigned.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
	Senior Sanitarian	Direct
	Principal Sanitarian	General
	Chief Sanitarian	General

4. Names and Titles of Persons Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years

College _____ years, with specialization in _____

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's which included thirty (30) credit hours in the natural sciences of which not more than twelve credit hours may be in the applied sciences**; **OR**
- B) Five (5) years of paid experience as a public health technician deemed satisfactory by the Saratoga County Commissioner of Public Health; **OR**
- C) Three years of paid experience as a public health sanitarian trainee deemed satisfactory by the Saratoga County Commissioner of Public Health.

Other: Appointees that qualify under A) must satisfactorily complete a public health training course approved by the State Health Department within two years of appointment. Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

Other _____ years, with specialization in _____

Experience: (List amount and type)


Essential knowledges, skills and abilities: Good knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; Good knowledge of State and local sanitary codes, public health laws and regulations, Environmental Conservation Law and applicable provisions of the Agriculture and Markets Law; Good knowledge of the principles and practices of conducting environmental sanitary surveys and investigations; Working knowledge of natural science and mathematics; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/21/22

Title: Commissioner

Signature: 

CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is
Public Health Sanitarian

Date:

1/27/2022

Signature: 

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

PUBLIC HEALTH SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the investigation and inspection of the non-engineering aspects of environmental health control. The work is performed under the general supervision of the Public Health Director, Senior Sanitarian, or other designated higher level personnel. The incumbent does related work as required. Supervision is not a responsibility of this class. The incumbent may be assigned as a lead worker on a certain assignment providing guidance, direction and training to Public Health Technicians. Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only)

- Performs sanitary surveys including both private water supplies and private sewage disposal facilities to identify sources of contamination and recommend corrective action;
- Under supervision, performs inspections of permitted establishments such as restaurants, food service vendors, children's camps and any other related service in a community;
- Performs animal bite investigations, interviews persons involved and advises on procedures to follow and issues notice of violation where applicable;
- Conducts soil percolation tests and other technical tests at the request of local code enforcement officers;
- Collects water, milk, food and other samples for laboratory examination;
- Prepares reports on inspections and investigations;
- Assists local code enforcement officers in the evaluation of site location, design and development of private water and private sewage disposal systems and temporary and/or permanent residences;
- Investigates complaints regarding septic/sewage systems and water supply systems and other public health nuisance complaints at the request of health officers and boards of health;
- Interprets laboratory reports, and bacteriological analysis;
- Conducts training sessions an environmental health regulation and procedures for public officials and private contractors;
- Assists area Health Boards in developing vector control programs;
- May testify at enforcement proceedings.
- May perform other incidental tasks, as needed.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; Good knowledge of State and local sanitary codes, laws and regulations, Environmental Conservation Law and applicable provisions of the Agriculture and Markets Law; Good knowledge of the principles and practices of conducting environmental sanitary surveys and investigations; Working knowledge of natural science and mathematics; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Public Health Sanitarian – P2

MINIMUM QUALIFICATIONS: Either...

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's which included thirty (30) credit hours in the natural sciences; OR
- B) Five (5) years of experience as a public health technician deemed satisfactory by the local commissioner of health.

NOTE: Appointees that qualify under A) must satisfactorily complete a public health training course approved by the State Health Department within two years of appointment.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health
Class: Competitive
POR 2021-183 12032021

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Environmental Health	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT OF WORK TIME	Job Title: Senior Sanitarian
	<p>Contributes to the enforcement the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, safety, and healthcare facilities. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed. In contrast to the Public Health Sanitarian, the senior Sanitarian is at a full performance level and independently performs the full scope of inspection and survey functions noted for Public Health Sanitarian. Requires in-depth knowledge of laws, rules, and regulations and may supervise Public Health Sanitarians, Sanitarian Trainees, and other staff.</p> <p>Performs functions to support environmental health, sanitation, and safety programs.</p> <ul style="list-style-type: none"> • Conducts on-site inspections of facilities and sites to ensure the health, welfare, and safety of the public, and compliance with regulations and standards; and records observations. Examples of facilities and sites include food service establishments, hotels, campgrounds, schools, parks, temporary residences, and beaches. • Evaluates observations and drafts finding reports to cite deficiencies, recommend correction action to program management, and inform facility operators of deficiencies and corrective action. • Conducts follow-up visits to ensure that deficiencies are resolved. • Reviews permit applications for compliance with environmental health requirements, and recommends issuance of permits. • Trains facility operators and staff on environmental health, sanitation, and safety issues. • Presents findings at enforcement proceedings. • Conducts environmental sampling; collects food, water, and environmental samples for laboratory testing; and interprets laboratory reports. • Investigates and responds to complaints and public health emergencies, such as illnesses, lead poisoning, and unsanitary conditions. • Performs regulatory and surveillance functions as a member of a survey team.

- Reviews facility information and survey history, and participates in pre-survey meetings; utilizes information from meetings to plan and implement on-site surveillance strategies.
- Evaluates observations and drafts reports of deficiencies; discusses issues with facilities; and conducts follow-up visits to ensure deficiencies are resolved.
- Makes recommendations on enforcement actions and presents survey findings at enforcement proceedings.
- May supervise and train Public Health Sanitarians, and Sanitarian Trainees.
- Related duties as assigned.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
	Principal Sanitarian	Direct
	Chief Sanitarian	Indirect

4. Names and Titles of Persons Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION
	Public Health Sanitarian	Direct
	Sanitarian Trainee	Indirect

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years

College _____ years, with specialization in _____

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's which included thirty (30) credit hours in the *natural sciences, of which not more than twelve credit hours may be in the applied sciences** and two years of paid experience as a Public Health Sanitarian (or equivalent) in a State, County or City health Department; OR

B) Completion of a Master's Degree program in Public Health, or closely related field and one (1) year of experience as a Public Health Sanitarian in a NYS, County or City health Department. AND

C) Other _____ years, with specialization in _____

Experience: (List amount and type)

Essential knowledges, skills and abilities: Essential knowledges, skills and abilities: Good knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; Good knowledge of State and local sanitary codes, public health laws and regulations, Environmental Conservation Law and applicable provisions of the Agriculture and Markets Law; Good knowledge of the principles and practices of conducting environmental sanitary surveys and investigations; Working knowledge of natural science and mathematics; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Type of license or certificate required: _____

7. The above statements are accurate and complete.

Date: 1/24/22 Title: Commissioner of Health

Signature:



CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is
Senior Sanitarian

Date:

1/27/2022

Signature:



ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

SENIOR SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for performing specialized and more difficult scientific activities, not including engineering, in environmental health. The work involves the enforcement of the Public Health Law and Sanitary Codes, the Environmental Conservation Law and Regulations, and the New York State Social Services Law, pertinent to the assigned phases, the promotion of good public health sanitary practices and environmental conservation practices in the community, and counseling and advising lower level personnel on problems in their areas. This class is distinguished by responsibility for functioning in a lead capacity and to whom more difficult cases and projects can be assigned. General supervision is received from an Associate Sanitarian or an administrative employee of higher rank. Supervision is exercised over subordinate environmental health personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only)

- Participates and assists in the supervision of all or part of one or more environmental health programs involving food service establishments, institutions, temporary residences and other housing sites, milk - sanitation, rodent control, insect control, farm labor camps, children's camps, and x-ray installations; Conducts environmental health studies not involving engineering in an assigned area or phase of public health or environmental work for compliance with standards of operation and sanitary procedures;
- Advises and consults with subordinates regarding the enforcement and promotion of the Public Health Law and Sanitary Code provisions and regulations relating to food and food handling, milk and milk products, animal disease control, insect and rodent control, housing, public health nuisances, etc.;
- Advises and consults with subordinates regarding the enforcement and promotion of the Environmental Conservation Law and Rules and Regulations relating to air pollution, onsite sewage disposal, water quality investigations, and other activities as assigned;
- Advises and consults with subordinates regarding the enforcement and promotion of the New York State Social Services Law relating to potential health or environmental problems involving Temporary Residences and other housing sites;
- Evaluates neighborhood environments for the presence of existing or potential health or environmental problems;
- Evaluates housing deficiencies that may adversely affect health, safety or essential livability; Conducts fire safety inspections for compliance with the New York State Uniform Fire Prevention and Building Codes;
- Works with local building inspectors, law enforcement personnel, fire department personnel and other officials in the identification and elimination of unsanitary housing conditions;
- Serves as consultant to local jurisdictions involving discussions, instructions and demonstrations;
- Studies present and proposed local regulations to determine conformity with the State and County sanitary codes and confers with local officials regarding those which do not conform;
- Participates in training programs of assigned environmental health area for certification of said programs;
- Trains Public Health Sanitarians, Environmental Health Technicians and other personnel as required;
- Appears and testifies at local proceedings and prepares complaints and investigations to file where legal action is necessary;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and data-base software in performing work assignments;
- May perform other incidental tasks, as needed.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Senior Sanitarian – P2

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of environmental health principles, environmental health laws and regulations, and modern inspection methods; ability to instruct, train and supervise both professional and sub-professional environmental health employees; ability to develop and maintain good public relations; ability to secure the interest and cooperation of civic groups, officials, and staff of businesses and other organizations in the communities served; ability to communicate effectively, both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; flexibility; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either...

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's which included thirty (30) credit hours in the *natural sciences, of which not more than twelve credit hours may be in the applied sciences** and two years of paid experience as a Public Health Sanitarian in a NYS, County or City health Department; OR
- B) Completion of a Master's Degree program in Public Health, or closely related field and one (1) year of experience as a Public Health Sanitarian in a NYS, County or City health Department.

NOTE: Appointees that qualify under A) must satisfactorily complete a public health training course approved by the State Health Department within two years of appointment.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

** The term applied sciences shall mean science based courses in environmental technology, sanitarian technology, medical technology, public health, infectious control or food science.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health
Class: Competitive
POR 2021-184 12032021

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Environmental Health	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT OF WORK TIME	Job Title: Principal Sanitarian
	<p>Contributes to the enforcement the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, safety, and healthcare facilities. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed.</p> <p>Performs the duties of a Senior Sanitarian. Supervises a team of Senior Sanitarians, Public Health Sanitarians, and other professional staff in the performance of on-site inspections or surveys, and the provision of technical assistance to facility operators, staff and other organizations.</p> <ul style="list-style-type: none"> • Personally conducts site visits for issues that require special attention. • Follows up on uncorrected deficiencies reported by staff, and ensures deficiencies are resolved. • Presents inspection and survey findings at enforcement proceedings requiring an extensive knowledge of environmental regulations and standards. • Provides technical consultation and training to staff and other organizations to ensure uniform application of regulations, provides feedback on submitted reports, and evaluates departments' progress towards achieving performance goals and objectives. • Reviews and proposes revisions to local codes to ensure they are consistent with statewide directives and requirements. • Reviews and provides comment on proposed environmental health regulations, manuals, and policy and guidance documents. • Reviews and processes applications submitted by subordinate staff.

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3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
	Director of Environmental Health	General
	Chief Sanitarian	Direct

4. Names and Titles of Persons Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION
	Senior Sanitarian	Direct
	Public Health Sanitarian	General

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years

College _____ years, with specialization in _____

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's which included thirty (30) credit hours in the *natural sciences, of which not more than twelve credit hours may be in the applied sciences** and two years of paid experience as a Senior Sanitarian (or equivalent) in a State, County or City health Department; OR
- B. Completion of a Master's Degree program in Public Health, or closely related field and one (1) year of experience as a Senior Sanitarian in a NYS, County or City health Department. AND Other _____ years, with specialization in _____

Experience: (List amount and type)

Essential knowledges, skills and abilities: Essential knowledges, skills and abilities: Good knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; Good knowledge of State and local sanitary codes, public health laws and regulations, Environmental Conservation Law and applicable provisions of the Agriculture and Markets Law; Good knowledge of the principles and practices of conducting environmental sanitary surveys and investigations; Working knowledge of natural science and mathematics; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/21/22 Title: Commissioner of Health

Signature:



CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is Principal Sanitarian



Date: 1/27/2022

Signature:

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

PRINCIPAL SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position assists in the administration, development and supervision of Public Health environmental programs. The programs involve food service establishments, facilities for refuse disposal, insect and rodent control, general public health nuisances, x-ray installations, sanitation of habitable buildings, and temporary residences and farm labor camps. The work involves the enforcement of County and State public health laws and sanitary codes pertaining to the programs, the promotion of sanitary practices in the community, and the review of plans for the training and supervision of staff. Incumbents are expected to contribute actively in the development and enforcement of sanitary codes and regulations, operating policies and procedures. This position differs from that of Senior Sanitarian in that it requires planning, direction, review and supervision exercised over a number of senior sanitarians and other professional and technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only)

- Assists in the supervision and administration of environmental health programs to ensure compliance with mandated state requirements and departmental policies and procedures;
- Directs and conducts special and important environmental health investigations, and prepares reports and recommendations;
- Reviews and recommends for approval all cases submitted for legal action from the various District Office Supervisors in order to ensure clarity and accuracy of statements and utilization of the proper sections of the law;
- Represents the Department in presenting cases before a hearing officer, and is responsible for ensuring that cases are updated; -
- Reviews and approves all plans and specifications relating to Public Health programs;
- Reviews inspection reports, activity reports and other work of Senior Sanitarians and other professional and technical staff;
- Assists in the direction and participates in the recruitment, training and development of subordinate personnel;
- Functions as a liaison with lawyers, physicians, legislators, the media, representatives of other levels of government including local, state and federal, and the public in general about matters before the department; Supervises special environmental programs as assigned;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- May perform other incidental tasks, as needed.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of environmental health principles, practices, laws and regulations; thorough knowledge of public health principles, practices laws and regulations and how the activities of other professionals relate to the total public health program; ability to manage and supervise a variety of program activities performed at multiple locations; ability to supervise the work of others; ability to communicate effectively, both verbally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; flexibility; tact; resourcefulness; physical condition commensurate with the demands of the position.

Principal Sanitarian – P2

MINIMUM QUALIFICATIONS: Either...

- A. A Master's Degree in Public Health, or a closely related *natural science field; OR
- B. Graduation from a regionally accredited or New York State registered college or university, with a Bachelor's Degree in Public Health, Health Administration, or Public Health Education with a minimum of thirty (30) credit hours in the natural sciences, of which no more than twelve (12) credit hours may be in the **applied sciences, satisfactory completion of a NYS public health training course and five (5) years of environmental health experience.

* The term natural science shall mean a science such as biology, chemistry, or physics that deals with the objects, phenomena, or laws of nature and the physical world. It shall include all physical and biological sciences.

** The term applied sciences shall mean science based courses in environmental technology, sanitarian technology, medical technology, public health, infectious control or food science.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health
Class: Competitive
POR 2021-151 10262021

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Environmental Health	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT
OF
WORK TIME

Job Title: **Chief Sanitarian**

Contributes to the enforcement the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, safety, and healthcare facilities. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed.

- Develops, implements, and monitors countywide environmental health, sanitation, and safety programs; and develops program budgets for review by fiscal management staff.
- Supervises a staff of Principal Sanitarians and other professional and clerical staff.
- Establishes and evaluates program priorities and goals; provides progress reports to Environmental Health Director, Commissioner and county management.
- Develops countywide procedures for evaluating facility and site compliance with codes, rules, and regulations; develops guides, and policy and procedural documents; and communicates with staff to ensure uniform inspection and enforcement practices.
- In cooperation with the Environmental Health Director and Commissioner, proposes potential changes to PHL and State and local codes, rules, and regulations; implements approved changes countywide.
- Assesses countywide training needs for SCPHS staff and facility operators and staff and develops and implements training programs.
- Represents SCPHS at NYSDOH meetings and conferences as a program expert; reports outcomes to management.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
	Director of Environmental Health	Direct
	Commissioner	General

4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
	Principal Sanitarian	Direct
	Senior Sanitarian	General

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years

College _____ years, with specialization in _____

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's which included thirty (30) credit hours in the *natural sciences, of which not more than twelve credit hours may be in the applied sciences** and two years of paid experience as a Principal Sanitarian (or equivalent) in a State, County or City health Department; OR

B. Completion of a Master's Degree program in Public Health, or closely related field and one (1) year of experience as a Principal Sanitarian in a NYS, County or City health Department. AND


Other _____ years, with specialization in _____

Experience: (List amount and type)

Essential knowledges, skills and abilities: Essential knowledges, skills and abilities: Good knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; Good knowledge of State and local sanitary codes, public health laws and regulations, Environmental Conservation Law and applicable provisions of the Agriculture and Markets Law; Good knowledge of the principles and practices of conducting environmental sanitary surveys and investigations; Working knowledge of natural science and mathematics; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/21/22 Title: Commissioner of Health Signature: 

CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is

Chief Sanitarian



Signature:

Date:

1/27/2022

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

CHIEF SANITARIAN

DISTINGUISHING FEATURES OF THE CLASS: Contributes to the enforcement the provisions of Public Health Law (PHL); New York Codes, Rules, and Regulations (NYCRR); and other State and federal laws, rules, and regulations relating to community environmental health, sanitation, safety, and healthcare facilities. Incumbents conduct on-site inspections and surveys to evaluate environmental health conditions and/or regulatory and code compliance to improve the health, safety, and wellbeing of individuals and the public; and to provide technical assistance as needed. Provides supervision of subordinate sanitarian, professional and clerical staff; Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only)

- Develops, implements, and monitors countywide environmental health, sanitation, and safety programs; and develops program budgets for review by fiscal management staff.
- Supervises a staff of Principal Sanitarians and other professional and clerical staff.
- Establishes and evaluates program priorities and goals; provides progress reports to Environmental Health Director, Commissioner and county management.
- Develops countywide procedures for evaluating facility and site compliance with codes, rules, and regulations; develops guides, and policy and procedural documents; and communicates with staff to ensure uniform inspection and enforcement practices.
- In cooperation with the Environmental Health Director and Commissioner, proposes potential changes to PHL and State and local codes, rules, and regulations; implements approved changes countywide.
- Assesses countywide training needs for SCPHS staff and facility operators and staff and develops and implements training programs.
- Represents SCPHS at NYSDOH meetings and conferences as a program expert; reports outcomes to management.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Essential knowledges, skills and abilities: Good knowledge of environmental health principles, sanitation laws, regulations and modern inspection methods; Good knowledge of State and local sanitary codes, public health laws and regulations, Environmental Conservation Law and applicable provisions of the Agriculture and Markets Law; Good knowledge of the principles and practices of conducting environmental sanitary surveys and investigations; Working knowledge of natural science and mathematics; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either...

- A. Completion of a Master's Degree program in Public Health, or a closely related field, and one (1) year of experience as a Principal Sanitarian in a State, County or City health Department; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Health, or a closely related field which included thirty (30) credit hours in the *natural sciences, of which not more than twelve credit hours may be in the applied sciences** and two years of paid experience as a Principal Sanitarian in a State, County or City health Department;

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11. Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health

Class: Competitive

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Environmental Health	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT OF WORK TIME	Job Title: Public Health Engineer
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The work involves responsibility for the planning, administration and performance of public health engineering duties concerned with the execution of one or more phases of the environmental health program. The work entails advising public officials or individuals on problems requiring professional public health engineering expertise, including measures for improvement and compliance with legal requirements, assisting in the promotion of public health through application of environmental health practices, assisting in the enforcement of the provisions of local and State health matters and investigations of related conditions and problems. The work is performed under general supervision of a Public Health Director with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate technical and professional employees. Does related work as required.

- Provides oversight of the operation of the Environmental Health Division by monitoring the activities of and providing technical assistance to Public Health Sanitarians and Technicians relative to a variety laws, rules and codes.
- Investigates, reports on and makes recommendations concerning public water supplies, sewage systems, bathing beaches and swimming pools, stream pollution, sanitary conditions of camps, hotels or boarding houses, food, restaurant and general sanitation, air pollution, x-ray installations and public health of environmental nuisances;
- Responds to and conducts investigations into hazardous material and oil spills, fish kills and other problems;
- Confers with local officials relative to public health engineering problems;
- Interprets the results of laboratory examinations of air, water, sewage, industrial wastes and other samples;
- Reviews subdivision plans to determine compliance with State environmental health standards;
- Maintains relationships and cooperates with State and Federal agencies concerning environmental and sanitary engineering programs and problems;
- Prepares a variety of technical reports including recommendations for correction of environmental engineering problems;
- Performs special assignments relating to phases of public health engineering or environmental health as required;
- Represents the Health Department on matters and problems related to environmental and sanitary engineering;

-Prepares a variety of records and reports related to the public health engineering program;
 -Participates in investigations of environmental health factors related to disease outbreaks;
 -Reviews plans of water supplies and waste water systems and food service establishments submitted by consulting engineers for compliance with local and state health codes;
 -May instruct local plant operators in water and sewage chemistry and bacteriology as applied in controlling the operation of water works and sewage treatment plants.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
	Director of Environmental Health	Direct
Dan Kuhles	Commissioner of Health	General

4. Names and Titles of Persons Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION
	Public Health Technician	General

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years

College _____ years, with specialization in _____

- A) License to practice as a Professional Engineer (PE) in New York State; OR
- B) A Master's Degree in Engineering with two (2) years of experience in environmental health activities; OR
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in engineering, and at least three (3) years of experience in environmental health activities;

Other _____ years, with specialization in _____

Experience: (List amount and type)

Essential knowledges, skills and abilities: Thorough knowledge of the principles, practices and techniques of public health engineering and environmental health related to air pollution, x-ray installations, water supplies and purification, sewage disposal, stream pollution, milk and other foods, restaurants and public eating places, camps, hotels, lodging and boarding houses, swimming pools, bathing beaches, schools and other places, insect and rodent control, public health nuisances and general sanitation; Good knowledge of the Public Health Law, State and local Sanitary Code and other laws and rules related to the above subjects; Good knowledge of public information and public relations techniques; Skill in public health engineering techniques and practices; Ability to plan and supervise the work of others; Ability to establish and maintain effective working relationships with others; Ability to analyze and organize data and prepare records and reports; Ability to prepare reports and correspondence; Ability to communicate effectively both orally and in writing; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Initiative and resourcefulness in solving public health engineering problems; physical condition commensurate with demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/21/22

Title: Commissioner of Health

Signature:



CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is

Public Health Engineer

Date: 1/27/2022

Signature:



ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

PUBLIC HEALTH ENGINEER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the planning, administration and performance of public health engineering duties concerned with the execution of one or more phases of the environmental health program. The work entails advising public officials or individuals on problems requiring professional public health engineering expertise, including measures for improvement and compliance with legal requirements, assisting in the promotion of public health through application of environmental health practices, assisting in the enforcement of the provisions of local and State health matters and investigations of related conditions and problems. The work is performed under general supervision of a Public Health Director with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate technical and professional employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only)

- Provides oversight of the operation of the Environmental Health Division by monitoring the activities of and providing technical assistance to Public Health Sanitarians and Technicians relative to a variety laws, rules and codes.
- Investigates, reports on and makes recommendations concerning public water supplies, sewage systems, bathing beaches and swimming pools, stream pollution, sanitary conditions of camps, hotels or boarding houses, food, restaurant and general sanitation, air pollution, x-ray installations and public health of environmental nuisances;
- Responds to and conducts investigations into hazardous material and oil spills, fish kills and other problems;
- Confers with local officials relative to public health engineering problems;
- Interprets the results of laboratory examinations of air, water, sewage, industrial wastes and other samples;
- Reviews subdivision plans to determine compliance with State environmental health standards;
- Maintains relationships and cooperates with State and Federal agencies concerning environmental and sanitary engineering programs and problems;
- Prepares a variety of technical reports including recommendations for correction of environmental engineering problems;
- Performs special assignments relating to phases of public health engineering or environmental health as required;
- Represents the Health Department on matters and problems related to environmental and sanitary engineering;
- Prepares a variety of records and reports related to the public health engineering program;
- Participates in investigations of environmental health factors related to disease outbreaks;
- Reviews plans of water supplies and waste water systems and food service establishments submitted by consulting engineers for compliance with local and state health codes;
- May instruct local plant operators in water and sewage chemistry and bacteriology as applied in controlling the operation of water works and sewage treatment plants.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Public Health Engineer – P2

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices and techniques of public health engineering and environmental health related to air pollution, x-ray installations, water supplies and purification, sewage disposal, stream pollution, milk and other foods, restaurants and public eating places, camps, hotels, lodging and boarding houses, swimming pools, bathing beaches, schools and other places, insect and rodent control, public health nuisances and general sanitation; Good knowledge of the Public Health Law, State and local Sanitary Code and other laws and rules related to the above subjects; Good knowledge of public information and public relations techniques; Skill in public health engineering techniques and practices; Ability to plan and supervise the work of others; Ability to establish and maintain effective working relationships with others; Ability to analyze and organize data and prepare records and reports; Ability to prepare reports and correspondence; Ability to communicate effectively both orally and in writing; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Initiative and resourcefulness in solving public health engineering problems; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either...

- A) License to practice as a Professional Engineer (PE) in New York State; OR
- B) A Master's Degree in Engineering with two (2) years of experience in environmental health activities; OR
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in engineering, and at least three (3) years of experience in environmental health activities;

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health
Class: Competitive
POR 2021-186 12032021

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

1. DEPARTMENT	BUREAU, DIVISION, UNIT OR SECTION	LOCATION OF POSITION
Public Health	Multiple	

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT
OF
WORK TIME

Job Title: ~~Health Program Administrator~~

The Health Program Administrator performs a broad range of activities in the administration, supervision and oversight of public health programs including but not limited to the design, implementation, administration, management, operation, and assessment of program effectiveness. These public health programs include but are not limited to environmental health, food safety, epidemiology and community health.

- In cooperation with program supervisors, develops, interprets or modifies policies, procedures, guidelines, and reporting requirements as needed; handle assignments where there are no clear precedents as well as interact with the public; and may be responsible for one or more administrative functions, which varies by size and complexity of the program or bureau.
- Assist in the drafting of local regulations pertaining to health regulatory/surveillance programs and their standards, including but not limited to sanitary codes.
- Review documents to ensure that all necessary issues have been addressed and are in compliance with law, rules, or regulation. Documents may include, but are not limited to: grants or contracts, NYSDOH survey documents, reports and investigations of complaints, reports submitted by outside agencies, facility specific data reports, and interim fiscal or administrative reports submitted as a contract requirement.
- Conduct research of rules, regulations, state/federal requirements vis-à-vis public health programs, and program procedures, and prepare draft changes as needed.
- Act as liaison for administrative processes between Department staff and applicants for grants or contracts, health care providers, professional organizations, health care associations, health insurance providers, staff of other agencies, and the general public.
- Reviews periodic and final reports of grant and contract activities.

- In cooperation with senior staff, helps to manage organizational development, change processes, or specific emergent or long-term projects.
- Ensures compliance with program policy and regulation and contributes to the development of effective and efficient plans for completing the assigned objectives.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
	Director of Environmental Health	Direct
	Supervising Epidemiologist	Direct
	Director of Community Health Services	Direct
	Commissioner	General

4. Names and Titles of Persons Supervised by Employee in this position

NAME	TITLE	TYPE OF SUPERVISION

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	TYPE OF SUPERVISION

6. What minimum qualifications do you think should be required for this position?

Education: High School _____ years

College _____ years, with specialization in _____

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a science-related field AND
- B. At least five years of paid experience in a State, County or City health Department; OR
- C. Completion of a Master's Degree program in Public Health, or closely related field and one (2) years of experience in a NYS, County or City health Department. AND Other _____ years, with specialization in _____

Experience: (List amount and type)

Essential knowledges, skills and abilities: Good knowledge of the principles of public health practice, public health laws and regulations. Working knowledge of scientific and mathematic principles; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/21/22 Title: Commissioner of Health

Signature: 

CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is

Health Program Administrator

Date: 1/27/2022

Signature: 

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

- Approved
- Disapproved

Date:

Signature:

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

HEALTH PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The Health Program Administrator performs a broad range of activities in the administration, supervision and oversight of public health programs including but not limited to the design, implementation, administration, management, operation, and assessment of program effectiveness. These public health programs include but are not limited to environmental health, food safety, epidemiology and community health; Does related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative only)

- In cooperation with program supervisors, develops, interprets or modifies policies, procedures, guidelines, and reporting requirements as needed; handle assignments where there are no clear precedents as well as interact with the public; and may be responsible for one or more administrative functions, which varies by size and complexity of the program or bureau.
- Assist in the drafting of local regulations pertaining to health regulatory/surveillance programs and their standards, including but not limited to sanitary codes.
- Review documents to ensure that all necessary issues have been addressed and are in compliance with law, rules, or regulation. Documents may include, but are not limited to: grants or contracts, NYSDOH survey documents, reports and investigations of complaints, reports submitted by outside agencies, facility specific data reports, and interim fiscal or administrative reports submitted as a contract requirement.
- Conduct research of rules, regulations, state/federal requirements vis-à-vis public health programs, and program procedures, and prepare draft changes as needed.
- Act as liaison for administrative processes between Department staff and applicants for grants or contracts, health care providers, professional organizations, health care associations, health insurance providers, staff of other agencies, and the general public.
- Reviews periodic and final reports of grant and contract activities.
- In cooperation with senior staff, helps to manage organizational development, change processes, or specific emergent or long-term projects.
- Ensures compliance with program policy and regulation and contributes to the development of effective and efficient plans for completing the assigned objectives.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Good knowledge of the principles of public health practice, public health laws and regulations. Working knowledge of scientific and mathematic principles; Ability to prepare and deliver presentations in a clear, concise and articulate manner; Ability to analyze and organize data and prepare records and reports; Ability to establish and maintain effective working relationships with others. physical condition commensurate with the demands of the position.

Health Program Administrator – P2

MINIMUM QUALIFICATIONS:

A. Completion of a Master's Degree in Public Health, or closely related field and two (2) years of experience in a State, County or City health department; Or

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Health, Environmental Health or a closely related field, and four (4) years of experience in a State, County or City health department.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's license or otherwise demonstrate their ability to meet the transportation needs of the job.

The minimum qualifications for Public Health positions are mandated under New York State Health Code, Rules and Regulations (NYCRR) Title 10, Part 11.

Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Jurisdiction: Public Health
Class: Competitive
POR 2021-186 12032021



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: County Administrator

DATE: January 28, 2022

RE: Stipend

COMMITTEE: Human Resources and Insurance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
4. Specific details on what the resolution will authorize:
Resolution will authorize stipend for duties associated with administration of the Saratoga County IDA
5. Does this item require hiring a Vendors/Contractors: YES or NO
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization:
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date
 - Salary and grade
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- The Senior Planner in the Planning Department provides the majority of the administrative support to the Saratoga County IDA. This includes but is not limited to preparation and distribution of extensive meeting materials, preparation of reports, process and distribution of PILOT payments, processing of new applications, and administration of highly successful IDA grant program.
- The additional stipend for this position was discussed and approved during the 2022 budget process. In addition, Saratoga County receives annual revenue from the Saratoga County IDA to perform these tasks and offset any costs associated with this increase.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Scot Chamberlian

DATE: January 28, 2022

RE: 2022 Compansation Plan Amendment, Retitle and Create

COMMITTEE: Human Resources and Insurance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)

2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)

3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)

4. Specific details on what the resolution will authorize:
Authorizing an amendment to the Compensation Plan under Management Matrix to Retitle Chief Deputy/Corrections Administrator to Chief Deputy and Create Corrections Administrator to align with salary increase to mirror Grade 18.

5. Does this item require hiring a Vendors/Contractors: YES or NO

- a. Were bids/proposals solicited:
- b. Is the vendor/contractor a sole source:
- c. Commencement date of contract term:
- d. Termination of contract date:
- e. Contract renewal and term:
- f. Contact information:
- g. Is the vendor/contractor an LLS, PLLC or partnership:
- h. State of vendor/contractor organization:
- i. Is this a renewal agreement: YES or NO
- j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- a. What were the terms of the prior resolution
 - b. Are the terms changing:
 - c. What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- a. Effective date
 - b. Salary and grade
8. Is a new employee being hired: YES or NO
- a. Effective date of employment
 - b. Salary and grade
 - c. Appointed position:
 - d. Term:
9. Is a grant being accepted: YES or NO
- a. Source of grant funding:
 - b. Amount of grant:
 - c. Purpose grant will be used for:
 - d. Equipment and/or services being purchased with the grant:
 - e. Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- Authorizing an amendment to the Compensation Plan under Management Matrix to Retitle Chief Deputy/Corrections Administrator to Chief Deputy and Create Corrections Administrator to align with salary increase to mirror Grade 18 under the Management Matrix
- This is to decouple and address the Corrections Administrator approved Step 12-A at \$118,116 where it was adopted in the 2022 Saratoga County Compensation Schedule



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michael Hartnett, County Attorney
Therese Connolly, Clerk of the Board

CC: Jason Kemper, Planning Director
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office
Stephanie Hodgson, Director of Finance

FROM: Scot Chamberlian

DATE: January 28, 2022

RE: Amendment to the Saratoga County Policy and Procedure Manual

COMMITTEE: Human Resources and Insurance

1. Is a Resolution Required: YES or NO
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: YES or NO
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: YES or NO
(If yes, provide details)
4. Specific details on what the resolution will authorize:
In an effort to increase participation in employees seeking Commercial Driver's Licenses within the Department of Public Works and the Sewer District, a policy revision is requested to allow drivers that are aged 18 the ability to operate county vehicles.
5. Does this item require hiring a Vendors/Contractors: YES or NO
 - a. Were bids/proposals solicited:
 - b. Is the vendor/contractor a sole source:
 - c. Commencement date of contract term:
 - d. Termination of contract date:
 - e. Contract renewal and term:
 - f. Contact information:
 - g. Is the vendor/contractor an LLS, PLLC or partnership:
 - h. State of vendor/contractor organization:
 - i. Is this a renewal agreement: YES or NO
 - j. Vendor/Contractor comment/remarks:



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution: YES or NO
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
 - Are the terms changing:
 - What is the reason for the change in terms:
7. Is a new position being created: YES or NO
- Effective date
 - Salary and grade
8. Is a new employee being hired: YES or NO
- Effective date of employment
 - Salary and grade
 - Appointed position:
 - Term:
9. Is a grant being accepted: YES or NO
- Source of grant funding:
 - Amount of grant:
 - Purpose grant will be used for:
 - Equipment and/or services being purchased with the grant:
 - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):
- There is a national shortage of CDL drivers and NYS recently passed a law allowing CDL applicants aged 18 to obtain a CDL A license. Amending the County ' s policy would provide some consistency with state regulations. In addition to CDL licensure for 18 year old drivers, allowing the operation of county vehicles to any DPW or Sewer District employees aged 18 with a clean, standard NYS driver ' s license also provides additional production efficiencies.

USE AND MAINTENANCE OF COUNTY OWNED VEHICLES AND OPERATION OF
PERSONAL VEHICLES FOR COUNTY BUSINESS

I. GENERAL POLICY

Saratoga County maintains a fleet of motor vehicles only for the use of County Officers and employees in the conduct of official and necessary County business. The administration and effective utilization of the motor vehicle fleet is the responsibility of the entire Board of Supervisors according to such rules as are established in the County's Policy and Procedures Manual.

II. INITIAL ELIGIBILITY TO OPERATE COUNTY VEHICLE

No County Officer or employee, except employees of the County Sheriff, who regularly operate any County owned vehicle or his/her own vehicle for County business, shall be approved initially until he or she meets the following requirements:

- a. ~~_____ a. _____~~ Be at least 18 years of age and possess ~~retaining~~ a valid Commercial Driver's License (CDL); or
- b. Be 18 years of age, with a clean driving record, working under either (1) the Department of Public Works ~~and/or~~ (2) Saratoga County Sewer District No. 1 ~~only~~; or
- c. For all other County Departments, ~~B~~be at least twenty-one (21) years of age and have two years of driving experience; experience.

In addition to the requirements listed above, any County Officer or employee, except employees of the County Sheriff, who regularly operate any County owned vehicle or his/her own vehicle for County business, shall

- ab. Have no convictions for Driving While Intoxicated or Driving While Ability Impaired within the last five years; and
- be Have no more than eleven (11) Motor Vehicle points on his/her license within the last three years. (An "at fault" motor vehicle accident will be counted as 3 points.); and
- cd. Haves no more than five (5) Motor Vehicle points on his/her license within the last year.

A. PROCEDURE TO DETERMINE ELIGIBILITY:

Potential County employees, whose job regularly requires driving County vehicles or personal vehicles for County business, will have a motor vehicle check completed prior to hiring. Prior to any current County employee driving for County business, such employee must also have a motor vehicle check completed.

1. The Department Head or designee will submit the Motor Vehicle Department Visual Screening Request to Human Resources. The Human Resources Department will process the request through DMV and notify the Department Head of the results.

Chapter 1
Section A
Page 2
Opr: Cty. Admin.
Revised: 9/22/98
Res: 98-138
Rev: 9/19/06
Res: 212-06
Rev:
Res:

2. Once the employee is approved to drive, his/her information is submitted to the License Event Notification Service (LENS) for verification of their drivers' record through New York State Motor Vehicle Department.

B. DENIAL PROCESS:

When there is a revocation of a current employee's driving privileges, the employee may submit request for review to the Department Head who will then make a determination as to whether to bring the matter to the County Administrator and the Director of Human Resources. County Appeals Board.

1.——In the event the potential employee/current employee does not meet the eligibility requirements, the Department Head has the option of requesting a review of the denial to a committee the County Appeals Board, consisting of the Chairman of the Human Resources and Insurance Committee of the Board of Supervisors and Insurance Committee, County Administrator and Director of Human Resources. In the event of a conflict of interest, the County Attorney shall replace the existing, conflicting member.

1.——The request for review shall be submitted in written memorandum format and submitted to the Director of Human Resources.

2.——When there is a revocation of a current employee's driving privileges, the employee may submit request for review to the Department Head who will then make a determination as to whether to bring the matter to the County Appeals Board.

III. RESPONSIBILITIES OF DRIVERS OF COUNTY OWNED VEHICLES:

Any employee or officer operating a County owned vehicle will be responsible for observing all safety procedures and assuring that the vehicle is maintained, cleaned, and cared for to the standards of good maintenance and safety. Any vehicle malfunctions or service shall be immediately reported to the Public Works Head Mechanic for correction.

The following actions are expressly PROHIBITED, and may be cause for revocation of driving privileges and/or disciplinary action against the employee or officer, which may result in dismissal from public employment:

1. Operation of a County vehicle by an operator who does not have the approval to do so;
2. Operation of a County vehicle for other than official and necessary County business;
3. Operation of a County vehicle in an unsafe manner;
4. Failure to obey traffic laws while operating a County owned vehicle;
5. Operation of a County owned vehicle while under the influence of alcohol and/or drugs;
6. Use of a County owned vehicle for personal reasons unrelated to official County business;

7. Transportation of any non-employee of the County. However, a County employee may transport a non-employee of the County where both are traveling to the same destination and both are on official and necessary County business or of any County employee not on official and necessary County business except where expressly permitted by the County Administrator.

A mileage log may be required for any County vehicle at the discretion of the Department Head.

IV. MAINTENANCE OF COUNTY VEHICLES

County vehicles will be serviced and maintained by the Public Works' Department Central Garage. Each Department will be billed periodically for service and maintenance charge for vehicles assigned to said Department. Such charges will be based on standard billing procedures established by the Department of Public Works. All Departments shall utilize the services of the Central Garage for service. Services by other sources should be performed only in the event of emergencies encountered on the road.

The Public Works' Department Central Garage will maintain a service record for each vehicle and will establish a maintenance schedule to inspect and service vehicles on a regular basis. The Department of Public Works shall have the authority to call in any vehicle for inspection if there is reason to believe the vehicle requires maintenance.

V. AUTOMOBILE POOL

A pool of County owned vehicles will be maintained and administered by the Department of Public Works for officers and employees of Saratoga County who require use of vehicles for official and necessary County business. The provision of a pool car to an employee or officer of the County is a privilege and should not be considered a term or condition of employment.

VI. ASSIGNMENT OF VEHICLES TO BE GARAGED AT EMPLOYEE'S RESIDENCE

County vehicles may be garaged at an employee's residence only where such action is of benefit to the County. Such a decision may be made when employees are regularly operating a County vehicle and when it is in the interest of the County that such employees report directly to an "in the field" work site rather than the County offices, or where the employee is regularly called upon to perform duties in the field at unusual hours. Such assignment may only be made by County Administrator upon recommendation of the Department Head.

When a vehicle is so assigned, it must be garaged at home and the employee will be responsible for ensuring adequate security of the vehicle. The burden of proving need or a permanently assigned vehicle will be upon the Department Head. The County Administrator reserves the right to take any assigned vehicle from any County employee, without prior notice, in the interests of better utilization of the automobile fleet, or in the event the employee violates any provision of this Policy.

Where employees have an occasional need to garage a County vehicle at home, the Department Head may authorize the use of such vehicle on a night by night basis.

VII. MARKING OF COUNTY VEHICLES

All County owned vehicles will be marked with the seal of the County of Saratoga affixed to each of the front doors unless it is determined for law enforcement or other security reasons the vehicle should not be marked. Any exceptions shall be approved by the County Administrator. It will be the responsibility of the Commissioner of Public Works to assure that all County vehicles are properly marked.

VIII. GASOLINE

County automobiles are to be supplied with gasoline at County owned pumps. Each operator will supply a County owned vehicle with gasoline using the automated access system. Each department will be billed monthly for gasoline usage from a County owned pump.

IX. INSURANCE AND ACCIDENT REPORTS

Liability and comprehensive insurance will be provided for all vehicles through the County in accordance with procedures established by the Human Resources and Insurance Committee of the Saratoga County Board of Supervisors. All accidents or damages shall be reported in accordance to Policy and Procedure Chapter 1, Section J, Accident and Injury Reporting Involving Either County Property or Non-Employees.

X. REGISTRATIONS

Registrations for County vehicles are processed and maintained by the Department of Public Works.