

# Saratoga County

New York



**SARATOGA COUNTY**  
**DEPARTMENT OF HUMAN RESOURCES**  
Scot Chamberlain, Director  
40 McMaster Street, Ballston Spa NY 12020  
[www.saratogacountyny.gov](http://www.saratogacountyny.gov)  
(518) 885-2225

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.*

## **PUBLIC HEALTH REPRESENTATIVE** **SARATOGA COUNTY DEPARTMENT OF PUBLIC HEALTH**

**SALARY: \$59,559 *\*\* Plus Excellent Benefit, NYS Retirement Package & Compensation Plan\*\****

### ***Distinguishing Features of this opportunity are...***

This position is responsible for participating in a wide variety of activities, including but not limited to investigations, personal interviews and reviews of available records and data for prevention and control purposes across the Department's programs. Investigations may involve frequent contact with persons who may have been exposed to infection or are at risk or are suffering from disease or developmental delay. Incumbents must also establish working relationships with providers, community-based organizations, and educational institutions. Incumbents may also be responsible for project management and interpretation and evaluation of data under the general supervision of others. Does related work as required.

### ***Typical illustrative\* work activities will include, but are not limited to...***

- Provides technical assistance and information to community-based organizations, educational institutions, healthcare facilities, and medical service providers on public health topics and programs.
- Locates, interviews, and documents individuals exposed to infection, disease, and/or other public health risks; advises individuals of possible infection or disease and screening/treatment; if indicated, confirms that individuals received screening or treatment.
- Compiles data and prepares clear, technically sound, accurate, and informative statistical and other reports containing findings, conclusions, and recommendations.
- Develops and submits reports to higher level staff to document program activities, outcomes, emerging public health challenges, or to provide additional information as requested.
- Promotes programs designed to improve health and wellness through increased awareness of health risk behavior and targeted risk factor reductions.
- Maintains records and files.
- Participates in performance management and quality improvement programs and operations.

*\*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 performance, knowledge, skills and abilities are...***

Good knowledge of the basic principles, practices, techniques and terminology of public health service programs; Knowledge of the epidemiological approach to the prevention and control of disease; good knowledge of community agencies, facilities and public health services which can be utilized to aid program clients; good knowledge of interviewing techniques and methods; ability to work with other health professionals toward a common goal; ability to establish and maintain cooperative relationships with program clients, their families and others; Ability to prepare accurate reports and utilize a computer to enter and retrieve data; good powers of observation and analysis; good judgement, initiative, and resourcefulness; maturity and tact; physical condition commensurate with the demands of the position.

***Minimum Qualifications for this position are...***

- A) Master's degree (or equivalent degree) in public health from an accredited college or university **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent\*\* work experience in a local or state health department **OR**
- C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent\*\* work experience in a local or state health department **OR**
- D) A baccalaureate degree or higher, in nursing from a regionally accredited or New York State registered college or university, as well as licensure and current registration to practice as a registered professional nurse in New York State

\*\*part-time equivalent will be evaluated on a case by case basis.

***Qualified candidates may submit their application and resume, by mail or in person as follows:***

**ATTN: Personnel Officer – Civil Service Division**  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

***Applications will continue to be accepted until the position has been filled***

Applications are available in the Human Resources Office or on our website, [www.saratogacountyny.gov](http://www.saratogacountyny.gov). Resume MAY NOT be substituted for Application. No Fax Submissions

***\*\* This position will be filled on a “provisional” basis, pending the results of a civil service exam to be scheduled at a later date. \*\****

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office. Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*