



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.

CAREER OPPORTUNITY

Public Health Representative
Saratoga County Department of Health

SALARY: \$60,751 (max \$69,921 based on years of service w/ county)

\*\*Plus Excellent Benefits, Compensation Plan and NYS Retirement\*\*

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 work activities for this opportunity are... (\*Illustrative only)

- 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 are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

Minimum Qualifications are, at least...

- (A) Possession of a Master's degree in public health; OR
(B) Possession of a Bachelor's degree, plus one (1) year of full-time paid, or its part-time equivalent\*\*, work experience in a local or state health department OR
(C) Possession of an Associate's degree, plus three (3) years of 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, as well as licensure and current registration to practice as a registered professional nurse in New York State.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.)

Qualified Candidates may submit their application & resume to:

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 vacancy has been filled

\*\*This position is being filled on a provisional basis pending the results of a Civil Service exam to be scheduled at a later date\*\*

Application is required, and available in the Human Resources Office or on our website: saratogacountyny.gov

Resume may not be substituted for Application. No Fax Submissions.

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 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.

