

# OSWEGO COUNTY



DEPARTMENT OF PERSONNEL  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
PHONE: (315) 349-8367 + FAX: (315) 349-8254  
oswegocounty.com/personnel

## EXAMINATION ANNOUNCEMENT

### PUBLIC HEALTH EDUCATOR

**EXAMINATION NUMBER:** 65221 (Open to the Public)  
**EXAMINATION DATE:** Saturday, May 8, 2010  
**LAST FILING DATE:** Wednesday, April 7, 2010 (Applications will **NOT** be accepted after this date)  
**EXAM FEE:** \$15.00 (NON-REFUNDABLE)

**PAY RATE:** \$18.52 per hour.

**JOB DESCRIPTION:** This professional position exists in the Public Health Department of Oswego County Health Services and is responsible for developing and implementing a community-wide program of public health information and education directed at health professionals, target populations, and the public. The work is performed under the general supervision of a Supervising Public Health Nurse. Supervision is not a function of the position. The incumbent performs related work as required

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam.

**MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited or NYS registered college or university with a master's degree in public health or health education; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in health education, health science, public health, health promotion, community health, or health communications; **OR**
- C. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in education, nursing, epidemiology, wellness and fitness, or nutrition and one year of experience in health education; **OR**
- D. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in marketing, human services, social work or psychology and two years of experience in health education.

\* The minimum qualifications for Public Health positions are mandated under New York State Health Rules and Regulations NYCRR Title 10.

**SPECIAL REQUIREMENTS:** A local public health educator must satisfactorily complete 15 hours of continuing education in health education related topics approved by the New York State Health Department within one year of appointment.

Must have transportation available to perform the required duties of the position.

**NOTE:** Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

**SCOPE OF THE WRITTEN EXAM:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. Behavioral science concepts related to public health education:** A test of basic concepts of sociology and psychology related to the accomplishment of change in the behavior of individuals and groups. The subtest will deal with, but not necessarily be confined to: The characteristics of specific groups and how these variables relate to behavior. The psychological and sociological factors affecting behavior and behavior change: the psychology of learning and related instructional practices; the psychology of motivation; and the dynamics of small groups and group process.

**2. Disease control and prevention:** These questions test for knowledge and understanding of health issues as they relate to the control and prevention of disease. Questions may cover such topics as communicable, chronic, and sexually transmissible diseases; disease causes and prevention; complications resulting from untreated disease; understanding and controlling epidemics; pre-natal care and infant mortality; risk factors and target groups associated with various diseases; immunity and immunization; and public health statistics such as morbidity, mortality, etc.

**3. Educating and interacting with the public:** These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

**4. Planning, implementing, and evaluating health education programs:** A test of knowledge of facts, trends, principles, and theories in the area. The subtest will deal with, but not necessarily be confined to: the planning process; program planning; identifying program objectives; identifying target groups; analyzing target groups; determining knowledges, skills, and aptitudes to be developed in target groups; designing and organizing the specific learning; implementing experiences; staffing; program evaluation; and the evaluation of appropriate materials.

**5. Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

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

Use of a calculator is **ALLOWED** for this exam.

**NO TEST GUIDE AVAILABLE** - Test Guides published by the New York State Department of Civil Service are usually targeted to specific, entry-level titles. Test Guides are not provided for every examination. Candidates should focus their examination preparation upon the "Scope of the Written Exam" and other information listed on the examination announcement.

**EXAM FEES:** A non-refundable fee of \$15.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the "Application for Exam or Employment" for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **CASH WILL NOT BE ACCEPTED.** A \$20.00 charge will be imposed on checks returned for insufficient funds. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified or fail to appear.

**MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):**

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free (877) 697-5627 (press 2, then press 1) no later than two weeks before the test date.
- If you have applied for multiple Local exams you must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. For Oswego County examinations complete a "Cross Filer Notification" form, available at the Oswego County Department of Personnel or online at <http://oswegocounty.com/personnel/forms.html>, and send to Oswego County Department of Personnel, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or call (315) 349-8367. If you are taking multiple exams on the same date with the Oswego County Personnel Department only, you do not have to file a cross filer form.

**APPLICATION DEADLINE POLICY:** Application/exam fee must be submitted to the Oswego County Department of Personnel before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail or via facsimile after the last file date will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: March 4, 2010  
Carol N. Alnutt  
Director of Personnel

**GENERAL INSTRUCTIONS**

1. Applications and additional information is available at the Department of Personnel, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8367, or on the web at <http://www.oswegocounty.com/personnel>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8367.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Department of Personnel.
10. Military Service members on active duty on the exam date may request a military makeup exam, call (315) 349-8367. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test.
14. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Personnel Officer for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.