

**COUNTY OF TIOGA**  
**DEPARTMENT OF PERSONNEL AND CIVIL SERVICE**

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**Issued July 7, 2008**

**\*\* AMENDMENT TO EXAMINATION ANNOUNCEMENT \*\***

Please attach to previously sent announcements for:

***Public Health Engineer/Trainee #60053***

(Originally issued June 27, 2008)

PLEASE BE AWARE OF THE FOLLOWING **REVISIONS** MADE TO THIS EXAMINATION ANNOUNCEMENT:

**The minimum qualifications for positions filled by this examination are regulated by the New York State Department of Health.**

**The New York State Department of Civil Service has notified our agency that the qualifications for positions in public health departments are under review by the New York State Department of Health and the effective date of any changes in the minimum qualifications has not yet been determined by the Department of Health. Candidates should be aware that the minimum qualifications which candidates will need to meet at the time of appointment to positions filled as a result of this examination may change once the New York State Department of Health takes final action to adopt such changes.**

**Candidates who are successful in this examination and meet the minimum qualifications for the position at the time of certification will be certified for appointment. Candidates who are successful in this examination but do not meet the minimum qualifications for the position at the time of certification, will be restricted from certification for appointment until such a time as they demonstrate that they meet the qualifications established by the New York State Department of Health when the changes become effective. If candidates acquire the training or experience necessary to meet the minimum qualifications for appointment during the life of the list, and demonstrate that they meet the qualifications established by the New York State Department of Health when they become effective they may then be certified for appointment.**

**Information about the proposed changes can be found at:**

**<http://www.dos.state.ny.us/info/register/2008/feb20/pdfs/rules.pdf>**

**The proposed changes appear on pages 13 – 15.**





*Open Competitive  
 Exam Announcement*

**PUBLIC HEALTH ENGINEER/TRAINEE**

**EXAM # 60053**

Issued: **June 27, 2008**

**CAREFULLY read the following:**

**WRITTEN TEST DATE: Saturday, September 20, 2008**

<b><u>APPLICATION DEADLINE:</u></b>	<b>August 22, 2008</b> Application <b>must be received</b> in the Tioga County Office of Personnel & Civil Service by <b>5:00 p.m.</b> on the above date. There are <b>NO</b> exceptions.
<b><u>APPLICATION FEE:</u></b>	\$15 must accompany your application for <u>each</u> examination. Check or Money Order should be made payable to the <i>Tioga County Treasurer</i> . Application fees are <u>non-refundable</u> . Applications without fee <b>will not</b> be considered for exam. <i>Please see next page for additional information on application fee.</i>
<b><u>TIME AND PLACE OF WRITTEN EXAM:</u></b>	Approved candidates will be notified by admission letter seven to ten days prior to written test when and where to appear for this examination. <b><i>Be sure to bring the admission letter with you the day of the exam.</i></b>

<b><u>LOCATION OF WORK</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>VACANCIES</u></b>
PUBLIC HEALTH DEPARTMENT	\$49,289 - \$59,289	CURRENT

**RESIDENCY REQUIREMENTS:** Candidates **ARE NOT** required to be legal residents of Tioga County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in engineering and have either passed the New York State Professional Engineer's In Training exam or be eligible to take the NYS Professional Engineer's In Training exam within six months from the date of appointment.

**SPECIAL REQUIREMENTS:** Permanent appointment is contingent upon passing the NYS Professional Engineer's exam within eighteen months from date 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.

***You MUST specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application.***

**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 the 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 FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST**

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Inspection and interviewing techniques:** These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.
- 2. 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.
- 3. Microbiology as related to disease prevention and control, sanitary chemistry, and toxic substances:** These questions test for knowledge of the principles and practices of microbiology involved in disease prevention and control, including such areas as food, water and environmental sanitation, toxic substances, and communicable diseases.
- 4. Basic principles and practices of public health and sanitary engineering:** These questions test for knowledge of the principles and practices involved in the field of public health sanitary engineering, and may include such areas as the sources and health effects of environmental contaminants; environmental sampling and testing; appropriate water, wastewater, and industrial waste treatment procedures; measuring flow rates, and general hydraulic principles.
- 5. Public health and sanitary engineering including water sources; water treatment and distribution; pollution control and subdivision control:** These questions test for knowledge of the principles and practices involved in the areas of public health sanitary engineering involving water supply, treatment, and distribution processes; identification and control of potential sources of water and wastewater pollution; and the application of environmental and sanitary principles to housing subdivision review and control.
- 6. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**TEST GUIDES AND RESOURCE BOOKLETS** - Are not offered for every examination. Access the following site to research all available study guides: <http://www.cs.state.ny.us/testing/localtestguides.cfm>

**USE OF CALCULATORS:**

The use of a calculator is **ALLOWED**.

Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**APPLICATION FEE:** A fee of \$15.00 is required for each separately named or numbered examination for which you apply.

**SEND CHECK OR MONEY ORDER** payable to **TIOGA COUNTY TREASURER** and write the examination name(s) or number(s) on your check or money order. If paying by cash, please bring your payment(s) directly to the Tioga County Office of Personnel & Civil Service. As no refund will be made, 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. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

*AN EXCEPTION TO THE APPLICATION FEE* requirement will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in this title;
3. Exam candidates receiving public assistance from a State or local Social Service Agency, and / or who are currently unemployed. Individuals wishing to claim this waiver of fee must request and fully complete the **Application Fee Waiver Form** prior to the filing deadline. All information is subject to later verification and if found to be fraudulent, are grounds for barring appointment.

### INFORMATION AND INSTRUCTIONS

**ADDITIONAL EXAMINATION CREDIT – Children of Firefighters and Police Officers Killed in the Line of Duty:** In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Personnel and Civil Service Office in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Personnel Office no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Dates is available at the Personnel Office.

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**CROSS-FILING: MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY** - If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction (excluding New York City), you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. 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.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment who is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**EXAM HOLDINGS:** In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Employment" will result in disqualification.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms** may be obtained from, and must be filed with the **Tioga County Office of Personnel & Civil Service, County Office Building, 56 Main St., Owego, NY 13827**. Request applications by mail, in person or from internet. [www.tiogacountyny.com](http://www.tiogacountyny.com)

**NOTIFICATION:** If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.*

**RATING:** This written and/or training and experience 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 examinations will apply to this written and/or training and experience examination.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, please contact the Tioga County Office of Personnel & Civil Service.

**VETERANS OR DISABLED VETERANS** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. Effective January 1, 1998, the State Constitution was amended *to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.