

**ANNOUNCING AN OPEN COMPETITIVE EXAMINATION FOR  
PUBLIC HEALTH EDUCATOR # 67-728 O.C.**

**EXAMINATION TO BE HELD**

**May 12, 2012**

**APPLICATIONS ACCEPTED UP TO**

**March 23, 2012**

**\$10.00 FILING FEE TO BE SUBMITTED WITH COMPLETED APPLICATION**

At present there is one position within the Wayne County Public Health Department. The eligible list will be used to fill this and any future vacancies. Candidates must have been a Wayne County resident for at least one month.

2012 Hourly Rate: \$21.09

**DUTIES:** Assignments are normally limited to those tasks, which do not require advanced training or experience but require the application of the principles of behavioral sciences in public health programs in order to encourage the improvement of maintenance of health.

**MINIMUM QUALIFICATIONS:** *A local public health educator must possess:*

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

*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.*

**SUBJECT OF EXAMINATION:** Written test designed to test for knowledge, skills and/or abilities in such areas as:

- 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 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:** A test of the candidates' knowledge and understanding of communicable and chronic diseases and other health issues such as sexually transmitted diseases, tuberculosis, and prenatal care/infant mortality. The subtest may include, but will not necessarily be confined to such areas as: disease causes and prevention; complications developing from untreated diseases; understanding and control of epidemics; risk factors and target groups associated with various diseases; immunity and immunization; development of statistical rates (mortality, morbidity, etc.)  
The subtest is designed to test for a basic understanding of health issues advantageous to the work of a public health , rather than for the more technical knowledge required of a nurse or physician.
- 3. Educating and interacting with the public:** These questions test for a 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 services.
- 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 and then asked to choose from four suggestions the best order for the sentences.
- 6. Principles and practices of staff development and training:** These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs, instructional design, training methods and techniques, training aids and materials, motivation, learning theory, classroom management, and the evaluation of learning outcomes.

### IMPORTANT INFORMATION

- **RESIDENCY:** Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the examination. For some examinations, residency may be waived where recruitment is difficult. A municipality or district may exercise its right under **Section 23-4a of Civil Service Law** to request a certification of eligible candidates who have been residents of that municipality or district for at least **30 days** prior to appointment. After the names of residents have been exhausted, Wayne County must then certify the names of non-residents on the list.
- **APPLICATION:** Applications are available from the **Wayne County Civil Service Personnel Office**, 26 Church Street, Lyons, NY 14489, Monday-Friday 9:00 a.m. - 5:00 p.m. **WEB SITE IS NOW AVAILABLE [co.wayne.ny.us](http://co.wayne.ny.us) you may download application and review current positions/exam announcements.** The candidate **MUST** complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.
- **APPLICATION FILING FEE:** A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. **AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY. There will be a \$15.00 fee for any insufficient fee on returned checks.**
- **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available on our web site [co.wayne.ny.us](http://co.wayne.ny.us)
- **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT:** 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.
- **FINGERPRINTING:** Background checks may be required to determine suitability for employment for all positions.
- **ADMISSION LETTER:** Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.
- **CROSS FILERS AND MULTIPLE COUNTY EXAMS:** If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. If you have applied for other local government examinations, 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 examination. You must notify all local government agencies with whom you have filed and application of the test site at which you wish to take your examination.
- **DECENTRALIZED RETEST POLICY:** A candidate may not be tested more often than once every six months in the same exam series. Candidates may not be tested more than once with the same form of test booklet. The waiting period for retest applies whether the candidate passed or failed.
- **RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER:** If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).
- **VETERANS' PREFERENCE:** Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214**. In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.
- **ELIGIBLE LISTS:** The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment. **DECENTRALIZED EXAMS:** The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.
- **USE OF CALCULATORS:** Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.
- **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 and additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has 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.
- **PREPARATION & RATING OF EXAM:** This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.
- **PROMOTIONAL EXAMINATIONS: SENIORITY POINTS** will be added to an eligible score as follows: 0.2 points for each year based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.

*The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)*

