

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

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**#66-231 DISEASE SPECIALIST**  
**(Open Competitive)**

**DATE OF EXAMINATION:**  
**May 14, 2016**

**APPLICATIONS ACCEPTED UNTIL:**  
**March 25, 2016**

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE**  
**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE**  
**MUST ACCOMPANY EACH APPLICATION**  
**\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER**  
**Since application fees are non-refundable, you are urged to carefully compare**  
**your qualifications with the requirements for admission and file only for those**  
**examinations for which you are clearly qualified.**  
***If you are a Madison County employee in a position represented by the CSEA White Collar Unit,***  
***you are not required to submit a processing fee under the current negotiated agreement.***

**SALARY:** \$22.58/hour (2016 Hire Rate)

**VACANCIES:** The eligible lists established as a result of these examinations will be used to fill present and future vacancies as they occur in the Madison County Public Health Department.

**RESIDENCY:** There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the oversight over the development and implementation of the County's disease control program. The incumbent assists in case investigations, assists in epidemiological investigations, surveillance and studies, and provides health information to the public. The work is performed under the direct supervision of the Director of Community Health Services with leeway allowed for exercise of independent judgment. The incumbent performs related duties as required.

**MINIMUM QUALIFICATIONS:** Either:

(A) Master's degree, or higher-level degree, in Epidemiology, Public Health, Nursing, Biology, Biostatistics, Health Administration, Health Science or a closely related field; OR

(B) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree, or higher-level degree, in Nursing, Biology, Health Administration, Health Science or a closely related field and one (1) year of full-time paid, or its part-time equivalent experience, conducting data collection, analysis and reporting in support of surveillance and epidemiologic investigations.

**SPECIAL REQUIREMENT:** Candidates must possess a valid NYS Driver's License at the time of appointment and maintenance of said license for the duration of appointment.

**PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING:** When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

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

**1. Educating and Interacting with the Public:** These questions test for knowledge of techniques used to interact effectively with individuals 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.

**2. Interviewing:** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

**3. 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.

**4. Public Health Issues & Practices:** These questions test for knowledge of significant public health problems and strategies for promoting and protecting the public health. Topics may cover such areas as immunization programs, disease vectors, sexually transmitted diseases, disease surveillance, epidemiology, public education, disease reporting and control.

**Use of a hand-held, battery or solar powered calculator for this exam is RECOMMENDED.** Cell phones and devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

**OTHER INFORMATION FOR CANDIDATES:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information contained in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) .

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

**APPLICATIONS:** May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, P.O. Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](http://www.madisoncounty.ny.gov) can also be downloaded at the Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov). Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the form from the Madison County Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov).

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test 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 the written test.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 has served. If you are qualified to participate in this examination and are a child of a deputy sheriff 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.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

THOSE REQUIRING RELIGIOUS ACCOMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: February 24, 2016

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER