



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **ASSOCIATE PUBLIC HEALTH REPRESENTATIVE**
(Provisional* Appointment)

SALARY: \$46,397 - \$58,842 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This professional public health position in the Department of Public Health is responsible for coordinating and managing the activities of the Sexually Transmitted Disease (STD) and Human Immunodeficiency Virus (HIV) Programs which provide confidential STD/HIV prevention services, disease surveillance and interventions, and educational programs aimed at reducing the rates of STD/HIV in Monroe County. Work is conducted in accordance with State and local regulations and standards of practice. This position differs from Supervising Public Health Representative by virtue of supervising an entire unit including contracted clinical staff and developing and planning strategies to reduce disease rates. The employee reports directly to, and works under the general supervision of a Manager of Public Health Nursing Services or other higher level staff member. General supervision is exercised over Supervising Public Health Representatives, clerical support, and other professional public health staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus six (6) years paid full-time or its part-time equivalent professional** experience in research and/or investigative work involving interviews by phone or personal contact, or experience in conducting interviews to obtain personal or sensitive information, or providing direct professional** services in a health, human service, or community based organization, one (1) year of which must have been in a supervisory capacity***; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years paid full-time or its part-time equivalent experience defined in (A) above, one (1) year of which must have been in a supervisory capacity***; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial or similar experience.

***Supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B
ROCHESTER, NY 14620

Posting Date: July 22, 2019

Posting Deadline: August 5, 2019

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.