

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
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Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>
AN EQUAL OPPORTUNITY EMPLOYER

#50701 PUBLIC HEALTH TECHNICIAN SERIES

NO FILING FEE FOR THIS EXAMINATION

CONTINUOUS RECRUITMENT

OPEN-COMPETITIVE EXAMINATION

PLEASE READ ENTIRE ANNOUNCEMENT CAREFULLY

NOTE: Ulster County will be offering this series only **ONCE** this year, to be held on May 10, 2025. We will continue to accept applications after the April 10, 2025 last file date; those applicants will be scheduled in 2026. Announcements will be issued at the end of January of 2026 indicating the examination date(s) for that year.

EXAMINATION DATE: May 10, 2025

APPLICATIONS MUST BE SUBMITTED THROUGH THE ULSTER COUNTY EMPLOYMENT/EXAMINATION PORTAL BY **11:59 PM ON APRIL 10, 2025** FOR THE MAY 10, 2025 TEST DATE.

PUBLIC HEALTH TECHNICIAN SERIES INCLUDES THE FOLLOWING TITLE:

PUBLIC HEALTH TECHNICIAN

AND any other titles determined to be appropriate by the Ulster County Personnel Officer.

SALARY: The 2024 Starting salary for Public Health Technician is \$25.44 per hour.

TYPICAL WORK ACTIVITIES: As a Public Health Technician, an employee assists Public Health Sanitarians and Public Health Engineers in carrying out various elements of prevention and control programs affecting the public's health. The duties of this position include inspection of food service establishments, water supply systems, camping sites, motels, hotels, bathing beaches, swimming pools, etc., to ensure compliance with applicable New York State and Ulster County Sanitary Codes as well as the Environmental Conservation Law and Regulation requirements. Depending on assignments, the work is performed under the general or direct supervision of a higher level employee. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

- A. Possession of an associate's or higher level degree from a regionally accredited or New York State registered college or university, including or supplemented by a minimum of fifteen (15) semester credit hours in the natural sciences, of which not more than six (6) credit hours maybe in the applied sciences, and the satisfactory completion of a public health training course approved by the New York State Health Department within two years of appointment; OR
- B. Satisfactory completion of sixty (60) semester credit hours from a regionally accredited or New York State registered college or university, including or supplemented by a minimum of fifteen (15) semester credit hours in the natural sciences, of which not more than six (6) credit hours may be in the applied sciences, and the satisfactory completion of a public health training course approved by the New York State Health Department within two years of appointment.

Special Requirement: At time of appointment and throughout employment in this title, candidates must possess a valid New York State driver's license.

ANTICIPATED ELIGIBILITY:

If you expect to complete the educational requirement within twelve (12) months of the date of examination, you may apply. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Ulster County Personnel Department.

NOTE: WHERE COLLEGE COURSEWORK IS A SUBSTITUTE FOR WORK EXPERIENCE, YOU WILL BE EXPECTED TO SUBMIT COLLEGE TRANSCRIPTS WITH YOUR APPLICATION. IF COLLEGE TRANSCRIPTS ARE ALREADY ON FILE WITH OUR OFFICE, INDICATE THIS ON YOUR APPLICATION. TRANSCRIPTS NEED NOT BE OFFICIAL COPIES; HOWEVER, THEY MUST CONTAIN ALL INFORMATION NECESSARY TO QUALIFY YOU FOR THIS POSITION.

APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

Arithmetic Reasoning: These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form.

Understanding and Interpreting Written Material: These questions test how well you comprehend written material.

Principles of Biology, Chemistry and General Science: These questions test for a basic understanding of the physical world around you and the scientific laws that govern it.

STUDY GUIDE-PUBLIC HEALTH TECHNICIAN SERIES:

A Guide to Taking the Examination for this series is available on the New York State Department of Civil Service Web Site at <https://www.cs.ny.gov/testing/testguides.cfm> OR at the Ulster County Office Building, Personnel Department, 244 Fair Street-5th Floor, Kingston, NY, OR Call (845) 340-3550 for information on how to obtain a copy.

CALCULATORS: Unless specifically prohibited, 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' and any similar devices are prohibited.

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 examinations will apply to this test.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

ADDITIONAL CREDITS FOR 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 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.

Applications **MUST** be filled out electronically within the Ulster County Civil Service Examinations Portal, <https://ulster-portal.mycivilservice.com/post/exams>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department
County Office Building, 244 Fair Street, 5th Floor
Kingston, NY 12401

CRIMINAL BACKGROUND INVESTIGATION POLICY: In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, disabled candidate, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation and be made at time of filing.

*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

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ORIGINAL COPY: GREEN

ISSUED: January 30, 2025

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