



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta Zury  
Director

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

**SALARY:** \$43,336 - \$59,378 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This position in the Department of Public Health is responsible for leading and participating in public health field investigations, personal interviews and reviews of available records to secure or verify factual information for research and control purposes in various program areas including, but not limited to, drug/substance abuse and sexually transmitted diseases. In support of public health programs, the employee speaks before interested groups to inform them of these programs. Investigations involve frequent personal contacts with patients, patients' families, persons who may have been exposed to infection or suffering from substance abuse disorder, students and other interested groups and the establishment of working relationships with community and professional personnel. This position differs from Assistant Public Health Representative by virtue of conducting investigations that are more specialized and/or are responsible for project supervision, interpretation and evaluation of laboratory test results, consulting with community providers, and acts in a lead or supervisory capacity. The employee reports directly to, and works under the general supervision of a Public Health Project Manager, Epidemiology Manager, or other a higher level staff member. General supervision may be exercised over subordinate staff. Does related work as

### **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 a Bachelor's degree, plus one (1) year paid full-time or its part-time equivalent work 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; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years paid experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*for the purpose of these minimum qualifications, professional experience does not include clerical or secretarial experience.

### **ADDITIONAL INFORMATION:**

From July 2022 through October 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

**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, RM. 752B  
ROCHESTER, NEW YORK 14620

**Posting Date:** January 17, 2023

**Posting Deadline:** February 7, 2023

\*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.