



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

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

SALARY: \$44,839 - \$61,436 annually

LOCATION: Monroe County Department of Public Health

JOB SUMMARY:

This is a supervisory position in the Department of Public Health responsible for overseeing public health field investigation, reporting, and notification that relates to, but not limited to, Human Immunodeficiency Virus (HIV) and sexually transmitted diseases (STD), along with other public health programs. This position differs from Public Health Representative by its supervisory responsibility for staff and program operation. The employee reports directly to and works under the general supervision of a higher-level staff person. General supervision is exercised over subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years full-time or its part-time equivalent professional** 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, one (1) year of which must have involved supervision; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years of experience as defined by the limits of (A) above, one (1) year of which shall have involved supervision; 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 does not include clerical or secretarial experience.

SPECIAL REQUIREMENTS:

A candidate needs to be up to date which means a person has received all recommended doses in their primary series COVID-19 vaccine, and a booster dose when eligible.

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.

ADDITIONAL INFORMATION:

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

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: November 4, 2022

Posting Deadline: December 9, 2022

*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.