



**LIVINGSTON COUNTY  
HUMAN RESOURCES DEPARTMENT**

Livingston County Government Center  
6 Court Street, Room 206  
Geneseo, New York 14454

(585) 243-7570  
Fax (585) 243-7936

Kate L. Hill  
Human Resources Director

Jennifer O. Damon  
Deputy Director of Human Resources

**PROVISIONAL JOB ANNOUNCEMENT**

TO: All Qualified Candidates

DATE: November 9, 2023

Livingston County announces a vacancy for the following position: Public Health Specialist

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Interested qualified candidates are encouraged to apply. This announcement will be in effect until the position is filled or this announcement is withdrawn.

Any present permanent employee in this title who wishes to be considered for a transfer to this vacancy may file an application at the Livingston County Human Resources Department.

**Bargaining unit:** CSEA FT  
**Rate of pay** \$30.30-\$36.28

**Department:** Department of Health  
**Location:** Mount Morris

**DISTINGUISHING FEATURES OF THE CLASS:** This is the first level of professional public health education work. Assignments are normally limited to those tasks which do not require advanced training or experience but require the application of the principles of behavioral sciences in public health programs in order to encourage the improvement or maintenance of health. The work is performed under the direct supervision of an assigned supervisor of the particular program being promoted or the Public Health Director. Supervision may be exercised over subordinate personnel. A Public Health Specialist does related work as required.

**MINIMUM QUALIFICATIONS:** Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

<b>Qualification Option #</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Training/ Education</b>	<input type="checkbox"/> Possession of a Master's degree in public health, health services management, community health or health education from a regionally accredited or New York State registered college or university.	<input type="checkbox"/> Possession of a Bachelor's degree in health education, health science, nursing, public health, health promotion, social work, human services, community health or health communications from a regionally accredited or New York State registered college or university.	<input type="checkbox"/> Possession of a Bachelor's degree from a regionally accredited or New York State registered college or university.
<b>General experience</b>	<input type="checkbox"/> One year of full-time paid experience in a health related, human service or communication field.	<input type="checkbox"/> Three years of full-time, paid experience in a health related, human service or communication field.	<input type="checkbox"/> Four years of full-time, paid experience in a health related, human service or communication field.
<b>Supervisory experience</b>	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.	<input type="checkbox"/> None required.
<b>License/ Certification</b>	<input type="checkbox"/> Possession of a valid New York State driver's license.	<input type="checkbox"/> Possession of a valid New York State driver's license.	<input type="checkbox"/> Possession of a valid New York State driver's license.
<b>Other requirements</b>	<input type="checkbox"/> See Special Qualifications below.	<input type="checkbox"/> See Special Qualifications below.	<input type="checkbox"/> See Special Qualifications below.

Part-time service will be given prorated credit toward experience requirements.

**SPECIAL QUALIFICATIONS:**

- 1.) An appropriate driver's license must be maintained throughout employment and the incumbent must possess an automobile for use on the job. In the absence of these, alternate means of reliable transportation will be considered.
- 2.) Access to reliable transportation, which may be used to perform job duties, must be maintained throughout employment.
- 3.) A driving record evidencing safe and responsible vehicle operation is required.
- 4.) Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

An individual who receives a provisional appointment must take the examination for the position title on the next occasion it is offered. In order to be eligible for a permanent appointment to the position, the provisional appointee must pass the exam and be ranked 1, 2, 3, or be tied in score with the individual ranked number 3 of those who are willing to accept appointment to the position. It should be understood that even if the provisional appointee is eligible for appointment, the employer may choose another candidate to fill the position on a permanent basis. In the event a provisional appointee is appointed to the position from the eligible list, the appointee will be required to serve a probationary period beginning on the date of appointment from the list. Questions regarding provisional appointments should be directed to the Livingston County Human Resources Department.

**LIVINGSTON COUNTY RESIDENTS MAY BE GIVEN FIRST PREFERENCE**

*Livingston County is an Equal Opportunity Employer*