



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH EDUCATOR

Exam. No. 4042

WHEN TO APPLY: From: November 3, 2004 To: November 23, 2004	APPLICATION FEE: \$40.00 Payable only by money order to D.C.A.S. (EXAMS)
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WHAT THE JOB INVOLVES: Public Health Educators, under general supervision, identify community health information needs and develop, organize, conduct, and evaluate health education programs to meet those needs. All Public Health Educators perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$38,022 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to assignment level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period, you must have:

1. A baccalaureate degree from an accredited college and two years of full-time satisfactory experience in: (a) developing public health education programs, including identifying target populations, conducting needs assessments, designing educational materials, planning educational presentations or workshops, and evaluating health education programs; (b) presenting public health education programs; and/or (c) counseling in areas such as communicable diseases, substance abuse, assault, sexual abuse, and/or family planning; or
2. A master's degree from an accredited college in one of the following areas: public health education, education, public/community health administration, public administration or business administration and one year of full-time satisfactory experience as described in "1" above.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and your test paper will not be rated.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.3, A.4, B and D. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

examination): If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. If you are applying for Additional Credit for course work (see below) you must ask for a "**course-by-course**" evaluation (including a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points for a maximum of three years experience acquired within the last ten years on the following basis:

Additional Credit:

1. For experience in developing and presenting public health education programs, which may include identifying target populations, conducting needs assessments, designing educational materials, planning and conducting educational presentations or workshops, and evaluating health education programs, you will receive an additional:
 - (A) 15 points for at least one year but less than three years of experience; or
 - (B) 30 points for at least three years of experience.
2. For experience delivering standardized health information programs, you will receive an additional:
 - (A) 10 points for at least one year but less than three years of experience; or
 - (B) 20 points for at least three years of experience.
3. For experience as a counselor in a health-related field, you will receive an additional:
 - (A) 5 points for at least one year but less than three years of experience; or
 - (B) 10 points for at least three years of experience.

In addition, after the minimum requirements are met, one point will be given for each graduate course completed at an accredited college or university in public health education, education, public/community health administration, public administration or business administration up to a maximum of five points. In order to receive additional credit for education, courses must be completed after the completion of a master's degree as noted in "2" of the Education and Experience Requirements.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the qualification requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period.**

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak a foreign language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.

Selective Certification for Special Experience: If you have at least one year of full-time public health education experience in HIV/AIDS Prevention, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions in Section D on page 4 of this Education and Experience Test Paper to indicate your interest in such Selective Certification. In Section D, you must indicate the number of the box(es) in Section B which describe the experience you consider qualifying for this Selective Certification. This requirement may be met at any time during the duration of the list. When you have met this requirement, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number on your correspondence.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51110; Public Health Education Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas