



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATION UNIT  
1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

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

MICHAEL R. BLOOMBERG  
Mayor  
  
EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**PUBLIC HEALTH EPIDEMIOLOGIST**  
  
**Exam No. 2014**

<p><b>WHEN TO APPLY:</b> From: <b>December 7, 2011</b>  To: <b>December 27, 2011</b></p>	<p><b>APPLICATION FEE: \$68.00</b>  If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, March 3, 2012.</b></p>	

**WHAT THE JOB INVOLVES:** Public Health Epidemiologists, under general supervision, with latitude for independent judgment and initiative, perform professional work in the conduct and supervision of programs and surveillance for the detection, investigation, prevention, and control of outbreaks of infectious, communicable, chronic, environmental, or mental health diseases in medical or other institutions and in the community as a whole. Public Health Epidemiologists utilize computers in the performance of these duties. All Public Health Epidemiologists 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 \$46,631 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The Computerized Testing Centers will be closed on Saturday, 12/24, Monday, 12/26 and Saturday, 12/31.**

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at: [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

You may be given the test before we verify your qualifications. 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 you will not receive a score.

**HOW TO QUALIFY:**

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

1. A master's degree in epidemiology or in public health with a minimum of 12 graduate credits

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in epidemiology from an accredited college or university; or

2. A baccalaureate degree from an accredited college or university, supplemented by the successful completion of PRINCIPLES OF EPIDEMIOLOGY (#3030-G) or (#SS1000), a course for health professionals, given by the Centers for Disease Control, U.S. Public Service **and** one year of satisfactory full-time experience as a health professional in a position which requires data collection and the reading and interpretation of medical charts and medical information in support of surveillance and epidemiologic investigations; or
3. A baccalaureate degree from an accredited college or university **and** two years of satisfactory full-time experience as described in "2" above.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

#### REQUIREMENTS TO BE APPOINTED:

**Medical Requirement:** Medical guidelines have been established for certain assignments in the position of Public Health Epidemiologist.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

**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.

#### REQUIRED FORMS:

1. **Application for Examination:** **If you are applying online**, follow the online instructions. **If you are applying by mail**, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out **Sections A.1 (if applicable), A.4, A.5 (if applicable), A.6 (if applicable), and B (if applicable)**. 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. **If you are applying online**, follow the online instructions. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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 the evaluation as follows:
  - (A) If you wish to claim a master's degree **in epidemiology** as specified in paragraph "1" or a baccalaureate degree as specified in paragraphs "2" and "3" in the "How to Qualify" section above, ask for a "**document-by-document**" (general) evaluation.
  - (B) If you wish to claim a master's degree **in public health** with a minimum of 12 semester graduate credits in epidemiology as specified in paragraph "1" of the "How to Qualify" section above, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation).

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:** You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The test may include questions on bio-statistics; descriptive and quantitative epidemiology; case control, cohort, longitudinal and retrospective studies; odds ratios; active and passive surveillance; modes of disease transmission; epidemiological terminology; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Analytical Thinking** - Analyzing information and using logic to address specific work-related issues and problems.

**Quantitative Analysis & Interpretation** - Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data.

**Adaptability/Flexibility** - Responding to positive or negative change in a constructive manner and adapting approach as needed to the situation.

**Stress Tolerance** - Dealing calmly and effectively with high stress situations.

**Written Comprehension** - Understanding the information and ideas presented in written sentences and paragraphs in work-related materials.

**Concern for Others** - Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job.

**Teamwork** - Developing a mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

**Integrity** - Acting in an honest and ethical manner.

**Dependability** - Fulfilling obligations and acting in a reliable, responsible and dependable manner.

**Achievement/Effort** - Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals.

**Attention to Detail** - Being careful about detail and thorough in completing work tasks.

**Self Control** - Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice 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 given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Selective Certification for Special Experience:** If you have one year of full-time experience in applied public health epidemiology conducting statistical or geographical analyses which require the use of SAS (Statistical Analysis Software), SPSS (Statistical Package for the Social Sciences) or GIS (Geographic Information Systems) including ArcView, 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 given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New

York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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**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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 51181; Public Health Epidemiology Occupational Group

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