



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH SANITARIAN

Exam No. 0127

WHEN TO APPLY: From: September 5, 2019

APPLICATION FEE: \$61.00

To: September 25, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Saturday, December 21, 2019.**

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Public Health Sanitarians, under close supervision, are trained in and perform professional work in public health inspection and environmental sanitation. All Public Health Sanitarians perform related work.

Special Working Conditions:

Public Health Sanitarians may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Public Health Sanitarians and environmental conditions experienced are: stooping, climbing and lifting actions in order to view pertinent areas or obtain samples from premises being inspected. Some inspections require the Public Health Sanitarian to work with instruments that operate with a sealed radioactive source; other inspections require personal protective equipment to be worn, i.e., face masks, respirators, coveralls, gloves, etc. Public Health Sanitarians carry their own equipment, which may be bulky, and normally travel from site to site by public transportation.

(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 \$44,390 per annum. This rate is subject to change. Public Health Sanitarian has a two year probationary period. There are two assignment levels within this class of positions. At the end of one year of satisfactory service in Assignment Level I, and completion of any training required under the New York State Health Code, incumbents will be assigned to Assignment Level II subject to an additional one year probationary period.

HOW TO QUALIFY:

You may be given the multiple-choice test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period (September 25, 2019).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university, **with** 30 semester credits in the physical and/or biological sciences, i.e., biology, botany, chemistry, geology, physics, physiology, and zoology; of which not more than 12 semester credits may be in the applied sciences, i.e., environmental technology, sanitation technology, medical technology, public health, infection control or food science;**or**
2. An associate degree from an accredited college or university, **with** 15 semester credits in the physical and/or biological sciences, of which not more than 6 semester credits may be in the applied sciences, **and** five years of satisfactory, full-time experience as a public health technician assisting sanitarians and engineers in carrying out the various elements of prevention and control programs affecting the public's health **and** satisfactory completion of a public health training course approved by the New York State Health Department

Note: All applicants **must** enter each college course completed in the physical and/or biological sciences and in the applied sciences (if applicable) on the online Education and Experience Test.

The education requirement must be met by January 31, 2020. The experience requirement must be met by the last day of the Application Period (September 25, 2019).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (September 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after January 31, 2020 or experience which you obtain after the end of the Application Period (September 25, 2019).

Medical Requirement: Medical guidelines have been established for the position of Public Health Sanitarian. Candidates will be examined to determine whether they can perform the essential functions of the position of Public Health Sanitarian. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (September 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys).
- 3. Foreign Education Evaluation Guide: (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 Evaluation Guide which is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. When you contact the evaluation

service, ask for a **course-by-course** evaluation (which includes 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 January 31, 2020.

THE TEST:

The multiple-choice test will be given at a computer terminal. 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 multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of a **Public Health Sanitarian**. Task areas to be tested are as follows: conducts inspections to protect public health, avoid imminent health hazards and to enforce pertinent laws, rules and regulations; investigates complaints regarding nuisances, unsafe and unsanitary conditions; investigates the status of permits and licenses for workers, contractors and establishments under jurisdiction of the NYC Health Code; investigates outbreaks of food poisoning and disease vectors; collects samples of materials, such as water, food, dust and paint, for laboratory analysis; and instructs operators in establishments under permit or jurisdiction of the NYC Department of Health and the public in principles of sanitary practices, vermin control, and other areas of public health.

The test may include questions on knowledge of biological, chemical, and physical factors affecting public health inspection, environmental health, instruments that operate with a sealed radioactive source, status of permits and licenses for workers, food poisoning and disease vectors, principles of sanitary practices, vermin control, and other areas of public health and other related areas.

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

Number Facility - the ability to add, subtract, multiply, and divide quickly and correctly. Example: A Public Health Sanitarian may use this ability when computing inspection results.

Problem Sensitivity - the ability to tell when something is wrong or likely to go wrong. This includes being able to identify the whole problem, as well as elements of the problem. Example: A Public Health Sanitarian may use this ability when inspecting a facility with multiple violations.

Written Expression - the ability to use English words or sentences in writing so that others will understand. Example: A Public Health Sanitarian may use this ability to prepare well-written official reports.

Written Comprehension - the ability to understand written sentences and paragraphs. Example: A Public Health Sanitarian may use this ability when interpreting a section of the NYC Health Code and other important written materials.

Inductive Reasoning - the ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. Example: A Public Health Sanitarian may use this ability to determine the cause of certain conditions at inspection sites.

Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense. Example: A Public Health Sanitarian may use this ability to apply a section of the Health Code to determine whether a particular observation is a violation.

Computer Skills - The ability to use software such as email, word processing, spreadsheets, presentation software, and more. Example: A Public Health Sanitarian may use this ability to enter inspection reports into a handheld tablet to be uploaded onto the office database.

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.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. **Calculators are permitted**; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

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, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

SPECIAL ARRANGEMENTS:

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Driver License (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of appointment. **If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Foreign Language: If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), German (GER), Hindi (HIN), Italian (ITA), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD), 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 on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Municipal Experience (MGE): If you have (1) one year of full-time satisfactory experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Positions Requiring Experience Inspecting Lead Exposure (LEA): If you have at least one (1) year of full-time experience conducting environmental inspections of complaints and cases to gather information on potential lead exposures, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Positions Requiring Experience for Inspection in a School, Child Care, Day Camp or Youth Center Setting (ISE): If you have at least one (1) year of full-time experience conducting periodic inspections of schools, child care settings, day camps or youth center settings, involving visual inspection of premises, review of documents and records, field testing and sample collection, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Positions Requiring Experience Inspecting Water Samples (LRA): If you have at least one (1) year of full-time experience inspecting and collecting drinking water samples and/or beach samples for laboratory analysis, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Positions Requiring Experience Inspecting Pest Infestations (IPI): If you have at least one (1) year of full-time experience inspecting private properties, parks, green streets, business establishments, multi-family housing campuses, stores, schools, catch basins, sidewalks, tree pits and any other applicable city areas for pest infestations and/or environmental issues conducive to pest infestation, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Positions Requiring Experience with Animals (AME): If you have at least one (1) year of full-time experience inspecting animal handling facilities, private residences and residential apartment buildings to ensure health and safety in regard to the presence and/or ownership of animals, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for Positions Requiring Experience Reviewing Food and Nutritional Information (QFO): If you have at least one (1) year of full-time experience of reviewing menus, menu boards and food and dining information to observe compliance with nutritional requirements aimed at reducing and combating chronic diseases and obesity, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements 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 a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to, proof of a high school diploma or equivalent, date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31215; Public Health and Safety Inspectional Occupational Group.

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