

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6466100

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| Public Health Field Services Representative 1, Grade 18 | 6466100 |
| Public Health Field Services Representative 2, Grade 23 | 6466200 |

Brief Description of Class Series

Public Health Field Services Representatives perform and/or supervise on-site reviews of public health programs in an assigned geographic region to ensure compliance with State and federal public health laws, rules, regulations, and guidelines. Incumbents monitor the provision of public health programs and services; provide education and training on public health issues to a variety of groups; and provide technical assistance to local health organizations in developing quality public health outreach, control, prevention, and intervention programs in such areas as immunization, sexually transmitted diseases, and tuberculosis control.

These positions are classified only in regional public health field assignments in the Department of Health (DOH).

Distinguishing Characteristics

Public Health Field Services Representative 1: full performance level; under the supervision of a Public Health Field Services Representative 2, independently performs the full range of public health program and service review, technical assistance, education, and outreach activities.

Public Health Field Services Representative 2: working supervisor of at least two Public Health Field Services Representatives 1 in the performance of public health program and service review, technical assistance, education, and outreach activities.

Illustrative Duties

Public Health Field Services Representative 1

Conducts on-site reviews of public health programs and services offered by local health organizations, educational institutions, healthcare facilities, and medical service providers to ensure compliance with New York State Public Health Law, DOH policies

and procedures, Centers for Disease Control and Prevention guidelines, and other applicable laws, rules, and regulations.

Provides technical assistance and education to local health organizations, educational institutions, healthcare facilities, and medical service providers on topics such as administrative and operational aspects of public health programs and services; public health best practices; immunization requirements; disease prevention, control, and containment strategies; and State and federal public health laws, rules, and regulations.

In conjunction with local health officials, participates in limited scope investigations of disease outbreak and/or transmission sites, to ascertain the extent of outbreak and/or transmission, and recommend an appropriate State response.

Locates, interviews, and documents individuals exposed to infection, disease, and/or other public health risks; advises individuals of possible infection and treatment; and confirms that individuals received effective treatment.

Reviews and monitors the progress of local health departments in achieving public health action plan goals and objectives entered into with New York State.

Develops and submits reports to higher level staff to document program activities, outcomes, emerging public health challenges, or to provide additional information as requested.

Represents DOH at various public health forums, community meetings, lectures, conferences, and other events to provide information, advice, and/or referrals on public health issues and problems.

May supervise lower-level clerical and/or support staff, and assist in the training of other Public Health Field Services Representatives, particularly trainees.

Public Health Field Services Representative 2

Performs all of the duties of a Public Health Field Services Representative 1.

Supervises multiple lower level Public Health Field Services Representatives 1 and performs the full range of supervisory responsibilities, including determining and overseeing staff assignments; approving time and attendance; reviewing and approving travel; completing performance evaluations; and training subordinate staff, including responsibility for trainees' effective progress throughout the traineeship period.

Reviews reports submitted by Public Health Field Services Representatives 1 for content and format; combines this data for aggregate reports and/or provides analysis, narrative, identification of issues, and proposes solutions or recommendations as required by supervisor or higher level staff.

Resolves sensitive administrative and/or operational issues with local health organizations, educational institutions, healthcare facilities, and medical service providers.

Keeps current with, and notifies subordinate staff of, changes to New York State Public Health Law, DOH policies and procedures, Centers for Disease Control and Prevention guidelines, and other applicable laws, rules, and regulations.

Minimum Qualifications

Public Health Field Services Representative 1

Open Competitive: bachelor's degree in health sciences, natural sciences, social sciences, or public health, and completion of a two-year traineeship.

Public Health Field Services Representative 2

Promotion: one year of service as a Public Health Field Services Representative 1.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 9/2020

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