



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)
SPECIAL INSERT
(IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

PUBLIC HEALTH EPIDEMIOLOGIST

Exam. No. 2041

WHEN TO APPLY: From: May 7, 2003 **APPLICATION FEE: \$40.00**
To: May 27, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test is expected to be held on Saturday, October 18, 2003

WHAT THE JOB INVOLVES: Under general supervision, with latitude for independent judgment and initiative, Public Health Epidemiologists conduct surveillance for the detection, investigation, prevention and control of communicable, chronic, environmentally related or mental health diseases in institutions and in the community as a whole.

(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 \$39,365 per annum (Level I). This rate is subject to change. There are two assignment levels within this class of positions. Appointment to the higher assignment level is made 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 form(s) that you must fill out. Return all completed form(s) 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 master's degree in public health or epidemiology from an accredited college or university; or
2. A baccalaureate degree from an accredited college or university, including or supplemented by **either** eight credits in the physical or biological sciences **or** the successful completion of PRINCIPLES OF EPIDEMIOLOGY (#3030-G), a course for health professionals, given by the Centers for Disease Control, U.S. Public Service; **plus** one year of full-time experience as a health professional in a position which requires the reading and interpretation of hospital medical charts and complex medical information, in order to ascertain the medical condition of patients.

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.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

- 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 and B. 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 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 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 the last date for applying for this examination.
- 4. Special Insert: Selective Certification for Special Experience:** In order to be considered for Selective Certification for Special Experience as a Public Health Epidemiologist, fill out the Special Insert. Write your social security number on each page. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Special Insert for your records.

THE TEST: You will be given a multiple-choice test. Your score on the test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass. The multiple-choice test may include questions on bio-statistics; descriptive and quantitative epidemiology, including measures of central tendency; case control and cohort studies; probability; disease outbreak investigations; epidemiological terminology; and other areas.

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, 14th 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 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 Special Experience: The eligible list resulting from this examination may be selectively certified and made appropriate for filling vacancies in agencies which require special Public Health Epidemiologist experience. If you qualify for such selective certification, you may be given preferred consideration for appointment to this title. The special experience areas are as follows:

A) One year of full-time experience in applied public health epidemiology working with New York City population-based surveillance applying and interpreting New York City health regulations and codes including the New York City Health Code;

B) 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) or GIS (Geographic Information Systems) including ArcView.

In order to be considered for selective certification for Public Health Epidemiologist, fill out the **Special Insert**.

Special Test Accommodations: If you plan to request special testing accommodations due to a disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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. 51181; Public Health Epidemiology Occupational Group.

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

**PUBLIC HEALTH EPIDEMIOLOGIST
EXAM NO. 2041
SPECIAL INSERT
SELECTIVE CERTIFICATION FOR
SPECIALIZED EXPERIENCE**

Social Security No. _____/_____/_____

This special insert must be completed and submitted with your application if you wish to be considered for Selective Certification for appointment to the Public Health Epidemiologist title.

The eligible list resulting from this examination may be selectively certified to fill positions in agencies which require special Public Health Epidemiologist experience. To be eligible for Selective Certification, candidates must meet the special experience requirements listed below and have at least one-year of full-time experience by the **last day of the application period**.

To be considered for Selective Certification in one or more of the special experience areas listed, check "yes" and fill out the required information in the sections that apply to you. Be sure to fill in your social security number at the top of this form.

A. Do you have one year of full-time experience in applied public health epidemiology working with New York City population-based surveillance applying and interpreting New York City health regulations and codes including the New York City Health Code?

Yes No

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 Box 2 Box 3 Other Attachments Box(es)

B. Do 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) or GIS (Geographic Information Systems) including ArcView?

Yes No

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification:

Box 1 Box 2 Box 3 Other Attachments Box(es)
