



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

LISETTE CAMILO
 Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH SANITARIAN

Exam No. 8020

AMENDED NOTICE - January 31, 2018

<p>WHEN TO APPLY: From: November 1, 2017</p> <p style="padding-left: 100px;">To: November 21, 2017</p> <p>THE TEST DATE: Multiple-choice testing is expected to begin on Tuesday, March 6, 2018.</p>	<p>APPLICATION FEE: \$61.00</p> <p>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</p>
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The Notice of Examination is amended to revise the written test description.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY
 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 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 protective equipment 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 \$42,435 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 APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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->

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 7, Friday, November 10, and Saturday, November 11, 2017.

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."

HOW TO QUALIFY: 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.

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 candidates **must** enter each college course completed in the physical and/or biological sciences and in the applied sciences (if applicable) in **Section A.6** of the **Education and Experience Test**.

The education requirement must be met by January 31, 2018. The experience requirement must be met by the last day of the Application Period (November 21, 2017).

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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after January 31, 2018 or experience which you obtain after the end of the Application Period.

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 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 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 **Sections A.1 (if applicable), A.4, A.6, and B.** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
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 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 the last date for applying for this examination.

THE TEST: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 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, 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.

Spatial Orientation - the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. Example: A Public Health Sanitarian may use this ability to navigate to and from inspection sites and upon surveying the location of objects at inspection sites.

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.

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.

Warning: You are not permitted to enter the test site with cellular phones, smart watches, 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. 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 in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, 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 the test site 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, 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian Creole, Hindi, Italian, Korean, Polish, Portuguese, Russian, Spanish, Vietnamese, West African Languages (e.g. Ibo, Swahili, Yoruba, etc.) or Yiddish, 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. 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 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 specific foreign language(s) on your correspondence.

Investigation: You will be investigated prior to appointment and must pay a \$87 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 date and place of birth by transcript of record from the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement will be cause for disqualification, and failure to present any documents required for investigation will be cause for the discontinuance of the investigation process.

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, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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 apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and 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**