



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

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

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

## PUBLIC HEALTH SANITARIAN Exam. No. 7020

**WHEN TO APPLY:** From: July 5, 2007  
To: July 25, 2007

**APPLICATION FEE: \$40.00**  
*Payable by mail by money order to D.C.A.S. (EXAMS) or  
payable online by credit card, bank card, or debit card.*

**THE TEST DATE:** The multiple-choice test is expected to be held on **December 15, 2007.**

**WHAT THE JOB INVOLVES:** Public Health Sanitarians, under close supervision, are trained in and perform work in public health inspection and environmental sanitation.

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 Sanitarian to work with instruments that operate with a sealed radioactive source; other inspections require protective equipment be worn, i.e. face-mask, 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 \$35,423 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 that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs), and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By mail:** 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.**

DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

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

- A baccalaureate degree from an accredited college, with at least 30 semester credits in the biological and/or physical sciences, i.e., biology, botany, chemistry, geology, physics, physiology, and zoology; or
- An associate degree from an accredited college, with 12 semester credits in the biological and/or physical sciences, and 5 years of 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.

You may be given the test before we check your qualifications.

**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.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

**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.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**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 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections A.1,A.2,A.4, and B. Be sure to list all undergraduate and graduate level courses you have completed or will have completed by December, 2007 in the biological and/or physical sciences, including the name of the course, number of credits received, and date completed, in Section A4. 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.

**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 multiple-choice test may include questions on knowledge of biological, chemical, and physical factors affecting health and well being, reading comprehension, basic arithmetic, written communication skill; and other related 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 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.

**SPECIAL TEST ARRANGEMENTS:**

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying

- (1) online, follow the onscreen instructions, or
- (2) by mail, 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. 31215; Public Health and Safety 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)