



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH EDUCATOR Exam No. 5119

WHEN TO APPLY: From: October 9, 2024

To: October 29, 2024

APPLICATION FEE: \$68.00

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

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

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

WHAT THE JOB INVOLVES:

Public Health Educators, under general supervision, identify community health information needs and develop, organize, conduct, and evaluate health education programs to meet those needs. All Public Health Educators perform related work.

(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 \$56,869 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO QUALIFY:

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 a score.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by October 29, 2025. The experience requirement needed to qualify must be met by the last day of the Application Period (October 29, 2024).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in one of the following areas: public health education, education, public/community health administration, public administration or business administration **and** one year of full-time satisfactory experience in: (a) developing public health education programs, including identifying target populations, conducting needs assessments, designing educational materials, planning educational presentations or workshops, and evaluating health education programs; (b) presenting public health education programs; and/or (c) counseling in areas such as communicable diseases, substance abuse, assault, sexual abuse, and/or family planning; **or**
2. A baccalaureate degree from an accredited college or university **and** two years of full-time satisfactory experience as described in "1" above.

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).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (October 29, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (October 29, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

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 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, 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/Faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 14, 2024.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about 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 Exam:** 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 (October 29, 2024) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (October 29, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

- 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 <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for 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 day of the Application Period (October 29, 2024).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

Experience must be obtained by the last day of the Application Period (October 29, 2024).

If you have satisfactory full-time experience in developing public health education programs, including identifying target populations, conducting needs assessments, designing educational materials, planning educational presentations or workshops, and evaluating health education programs, for: **You will receive up to:**

At least 1 year but less than 2 years	2 points
At least 2 years but less than 3 years	4 points
At least 3 years but less than 4 years	8 points
At least 4 years but less than 5 years	12 points
5 or more years	16 points

If you have satisfactory full-time experience as a counselor in a health-related field for: **You will receive up to:**

At least 1 year but less than 2 years	2 points
At least 2 years but less than 3 years	4 points
At least 3 years but less than 4 years	8 points
At least 4 years but less than 5 years	12 points
5 or more years	16 points

Additional points for certification(s): **You will receive:**

Certified Health Education Specialist (CHES):	10 points
Master Certified Health Education Specialist (MCHES):	20 points

Note: You will not receive points for a certification if you do not disclose the issue date and certificate number in your OASys Profile during the Education and Experience Exam.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (October 29, 2024) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (October 29, 2024), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), 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 Self-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 by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.

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 pass the Education and Experience Exam, your name will be placed in final score order on eligible list, you will be given a list number, and you will be notified by email 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>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at <https://www.nyc.gov/examsforjobs> and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

ADDITIONAL INFORMATION:

Selective Certification for License, Certification and/or Special Experience:

If you have the license, certification and/or experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring a license, certification and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license, certification and/or experience. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your license(s), certification(s) and/or experience will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, the license or certificate must be maintained for the duration of your employment.**

Selective Certification as a Licensed Mental Health Counselor (MHC): Possession of a valid license as a Licensed Mental Health Counselor (LMHC) in New York State.

Selective Certification for Position Requiring a Masters Social Work License (LMS): Possession of a valid license as a Licensed Masters Social Worker (LMSW).

Selective Certification for Certified Application Counselors (CAC): Possession of a certificate as a New York State of Health Certified Application Counselor.

Selective Certification for Incident Command Structure Certification (ICS): Possession of a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.c, IS-200.b, IS-200.HCa, IS-700.b, IS-702.a, or IS-800.c certificate.

Selective Certification for Needs Assessment and Survey Experience (EAX): Possession of at least two (2) years of satisfactory full-time experience conducting surveys with health care professionals (i.e. primary care providers, clinical staff, and pharmacists, etc.) to identify public health needs, problems and available resources to design health education trainings, curricula and education campaigns.

Selective Certification for Providing Education on Smoking Cessation and Chronic Disease Management (TAB): Possession of at least one (1) year of satisfactory full-time experience providing health education in one or more of the following public health topics: Tobacco Control, Smoking Cessation and/or Chronic Disease management.

Selective Certification for Certain Positions in School Health (SHP): Possession of at least one (1) year of full-time satisfactory experience working in a school or educational program, in a teaching, counseling, mentoring, social work, nursing, or therapist role.

Selective Certification for Positions Requiring Health Program Management Experience (PHP): Possession of at least two (2) years of post-masters degree or four (4) years post-bachelors degree satisfactory full-time supervisory experience in health program management within an educational, health or mental health care setting or institution.

Selective Certification for Position Requiring Supervising Counseling Experience (SCE): Possession of at least two (2) years of post-masters degree experience in a full-time supervisory position supervising subordinates who provide mental health or mental health related services including assessment, counseling, referral, psycho-education, and related services.

Selective Certification Municipal Government Experience (MGE): Possession of at least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population.

Selective Certification for Mental Health Training (MHT): Possession of at least two (2) years of satisfactory full-time experience facilitating groups, providing training and developing curricula on mental health topics such as suicide, depression, and/or substance abuse.

Selective Certification for Overdose Prevention (ODP): Possession of at least two (2) years of satisfactory full-time experience providing overdose prevention trainings and education.

Selective Certification for Providing Nutrition Services and Safety Training (NST): Possession of at least one (1) year of satisfactory full-time experience providing health education in public health Nutrition Services (i.e. SNAP/WIC/Farmers Market benefits; child nutrition; and/or food safety).

Selective Certification for Positions Requiring Sexual and Reproductive Health Education Experience (SRH): Possession of at least one (1) year of satisfactory, full-time experience providing education on sexual and reproductive health topics within a health services setting, an educational program, and/or a community based organization.

Selective Certification for Positions Requiring Experience in Asthma Specific Hands-On Training in School Health (AST): Possession of at least one (1) year of full-time, satisfactory experience conducting Asthma specific hands on training with school age children in a school setting and/or community center.

Selective Certification for Positions Requiring Experience with Training Applications and Systems Tools (TAT): Possession of at least twelve (12) months of full-time satisfactory experience working in a Public Health agency using training applications and systems tools such as: Localytics, Sysomos, PastPerfect, Extensis Portfolio, Communication Project Request System, Adobe Creative Suite and Cloud (InCopy, Photoshop, Dreamweaver and InDesign), TeamSite, Webtrends, Java, Simply Measured, Hootsuite, Facebook Business Manager and Twitter Ads.

Selective Certification for Positions Requiring Asthma Educator Certification (AEC): Possession of a valid Asthma Educator Certification issued by the National Asthma Educator Certification Board (NAECB).

Selective Certification for Positions Requiring G Suite Product Usage Experience (GPE): Possession of at least one (1) year of full-time, satisfactory experience using G Suite applications for data reporting and tracking information.

Selective Certification for Positions Requiring Field Engagement with Digital Communication Tools Experience (CDF): Possession of at least one (1) year of full-time, satisfactory experience utilizing digital communication tools such as tablets (Android and iOS), iPads, smart phones, Google forms/surveys, and Outlook applications to effectively report and track live and time sensitive data, providing accurate and detailed reports and follow-up workflows.

Selective Certification for Positions Requiring Maternal and Infant Health Education Experience (TCW): Possession of at least one (1) year of satisfactory full-time experience providing maternal and infant health trainings and education with families and/or healthcare professionals.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo Croatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JPN), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TBA) Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD), and/or you know American Sign Language (ASL) 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 onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirement(s) at some future date, please submit a request by email to: LMACustomerService@dcas.nyc.gov, or 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 full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

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, then Notifications. 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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51110; Public Health Education Occupational Group.

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