



# Department of Health

**ANDREW M. CUOMO**  
Governor

**HOWARD A. ZUCKER, M.D., J.D.**  
Commissioner

**LISA J. PINO, M.A., J.D.**  
Executive Deputy Commissioner

## ANNOUNCEMENT OF ANTICIPATED JOB OPPORTUNITY

<b>TITLE</b>	Public Health Field Services Representative 1 (or Trainee 1) - 24351
<b>SALARY/GRADE</b>	\$42,986 - \$71,980 / G18 (Traineeships are non-statutory, resulting in salary G18 upon completion)
<b>NEGOTIATING UNIT</b>	Professional, Scientific and Technical (PS&T) / 05
<b>LOCATION</b>	Division of Epidemiology (EPI) Central New York Regional Office 217 South Salina St Syracuse, NY
<b>MINIMUM QUALIFICATIONS</b>	Current NYS Department of Health (DOH) employee with permanent or contingent-permanent status as a Public Health Field Services Representative 1 (G18), OR current NYS DOH employee with one year or more of permanent or contingent-permanent competitive service as a Public Health Representative 2 (G16) or Public Health Representative 3 (G18) and eligible for transfer under Section 70.1 of the Civil Service Law <b>OR</b> current NYS employee with one year or more of permanent or contingent-permanent competitive service in a title at or above G11 and eligible to transfer to Public Health Field Service Representative Trainee 1 under Section 70.4 of the Civil Service Law by having a bachelor's degree and obtained a passing score on either the NYS Department of Civil Service Professional Career Opportunities or the Public Administration Traineeship Transition examinations.
<b>PREFERRED QUALIFICATIONS</b>	Bachelor's degree in public health or epidemiology. Knowledge of immunization and vaccine preventable disease. Excellent written, verbal and organizational skills. Ability to work independently. Public health field experience, and experience working with county health officials and private health care providers.
<b>RESPONSIBILITIES</b>	The PHFSR1/Trainee is part of the Bureau of Immunization field staff team in the Central New York Region. The incumbent will educate and assist local public health staff, immunization providers and the general public in the area of immunization and vaccine preventable diseases. The incumbent's primary function will be to conduct activities to ensure compliance with Vaccines for Children (VFC) Program requirements. Specific tasks include: Perform on-site or phone assessments and inspections of VFC provider clinics for VFC storage and handling practices; Enroll and provide training for new immunization providers in the VFC program; Review VFC provider vaccine administration practices and adherence to the Centers for Disease Control (CDC) and Advisory Committee on Immunization Practices (ACIP) Immunization schedule and general recommendations on vaccination practices; Provide education and technical assistance on vaccine-preventable diseases, immunizations, and vaccine storage and handling to VFC providers within assigned region; Review immunization records, either by manual chart review or data available in the New York State Immunization Information System (NYSIIS), to determine provider immunization coverage levels; Provide feedback to providers on missed opportunities and how to improve immunization rates; Provide technical assistance and training to local health department staff regarding methods to assess and improve immunization rates; Conduct contract monitoring activities (including review of work plans and quarterly reports) for Immunization Action Plan (IAP) contracts with local health departments; Conduct audits of schools to monitor compliance with immunization laws; Conduct reviews of birthing hospitals and perform other activities related to perinatal hepatitis B prevention.
<b>CONDITIONS OF EMPLOYMENT</b>	Contingent permanent competitive appointment. Routine travel including out-of-state travel is required and is not reimbursed by public transportation.
<b>APPLICATION PROCEDURE</b>	Submit resume, preferably in PDF format, to Human Resources Management Group, <b>C19/24351/PHFSR1/EPI-CNYRO</b> , Room 2217, Corning Tower Building, Empire State Plaza, Albany, New York 12237-0012, or by fax to (518) 473-3395, or by email to <a href="mailto:resume@health.ny.gov">resume@health.ny.gov</a> , <b>with Reference Code C19/24351/PHFSR1/EPI-CNYRO included in subject line.</b> <u>Failure to include the required information in the subject line of your email or fax may result in your resume not being considered for this position.</u> Resumes accepted until October 22, 2020.

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