

Department: In all Civil Divisions  
Classification: Non-Competitive (Part-Time)  
Grade: \_\_\_\_\_

SPEC DISK B3  
DOCUMENT 19

### HEALTH OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for administering a general health program for a municipality. A Health Officer is responsible for professional planning and for maintaining a high standard of public health services in accordance with the needs of the community. The work is performed in accordance with general policies and objectives prescribed by the appropriate legislative body and applicable state and local health laws and ordinances. The incumbent does related work as required.

#### TYPICAL WORK ACTIVITIES: (Illustrative only)

Investigates outbreaks of communicable diseases and takes measures to bring them under control;  
Conducts clinics for immunization against various diseases;  
Performs vaccinations;  
Examines babies and gives advice to mothers;  
Enforces provisions of Public Health Law and State Sanitary Code;  
Surveys public water supply, swimming pools and sewage disposal system with respect to matters of sanitation;  
Carries on public health educational activities through consultation, news articles and public addresses;  
Checks milk reports and inspects raw and pasteurized milk;  
Issues milk dealer permits;  
Investigates sudden deaths;  
Keeps health records and makes reports to the appropriate legislative body and District Health Officer.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of medicine as applied to public health; comprehensive knowledge of epidemiology and of the diagnosis, treatment and control of communicable diseases; thorough knowledge of the principles and practices of public health administration; thorough knowledge of the Public Health Law, Sanitary Code and local health ordinances; ability to establish and maintain good public relations; ability to address an audience effectively on public health subjects; ability to prepare and analyze medical reports; judgment; good moral character; tact; physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS:

- (a) A local health officer, other than a Commissioner of Health or a public health director, shall be either:
- (1) a physician who is currently registered to practice medicine in New York State; or
  - (2) a non-physician with appropriate medical consultation who possesses:
    - (i) a baccalaureate degree from a regionally accredited or New York State registered four-year college and two years of supervisory experience in the administration, enforcement or management of a health or public health related program; or
    - (ii) a master's degree in public health or a related field and one year of supervisory experience in the administration, enforcement or management of a health or public health related program;  
or

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- (iii) a current license or certificate of registration to practice a health or public health related profession and one year of supervisory experience in the administration, enforcement or management of a health or public health related program; or
  - (iv) a combination of education and experience deemed equivalent to the above by the State Commissioner of Health.
- (b) All appointments to the position of local health officer of persons qualified under this section and the appointment of and arrangements for the medical consultant when necessary must be approved by the State Commissioner of Health. The required medical consultation for non-physician local health officers may be provided by the existing medical consultant, if any, to the county health officer in the county in which the affected municipality is located.

AMENDED - 08/17/94