

Public Health Graduate Fellow Tompkins County

Department: Health Department
Classification: Competitive -Pending Jurisdictional Classification
Labor Grade: White Collar Grade 12
Approved: 9/2021
By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Possession of a Master's Degree or be within one semester of completing their graduate degree at time of hire from an accredited college or university to grant degrees.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS

The Public Health Graduate Fellow is a temporary position designed to allow persons who have received a master's degree the experience of real-world public health work. The Fellow will have the opportunity to assume diverse management-level responsibilities, work on and develop projects, and perform a number of duties in his or her chosen field. The work is completed under the supervision Public Health Fellow Coordinator and the director of the program in which the Fellow is working. The position may require interaction with a variety of individuals, organizations, departments, and governments, depending upon project opportunities. The Fellow will perform all related work as required.

TYPICAL WORK ACTIVITIES:

Specific work activities and responsibilities will vary according to the Public Health Graduate Fellow's project assignments. Typical duties and projects may include any of the following:

- Performs program startup, analysis and evaluations;
- Recommends new or modified policies and procedures;
- Participates in daily administrative and management operations within a department;
- Obtains grants from public and private sources;
- Performs data analysis;
- Performs efficiency and cost containment research;
- Uses projection models as an estimation tool to assess the impact of intervention strategies;
- Implementation of technology;
- Performs impact studies.

This list is not exhaustive and is only meant to serve as an example of the type of work a Public Health Graduate Fellow may be expected to perform. Actual projects and responsibilities will be determined during or immediately following the hiring process.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Because of the diverse nature of the job duties and responsibilities, required knowledge, skills, and abilities will correlate directly with assigned projects. However, the Public Health Graduate Fellow should possess the following:

- Working knowledge of the purposes, principles, terminology and practices employed in public health;
- Working knowledge of legislation, current problems and professional literature in public health;
- Working knowledge of advanced professional techniques in the field of public health;
- Working knowledge of local and state law, procedures and policies as they relate to the mission of county government;
- Working knowledge of administrative planning, management, and supervision as it applies to the position;
- Working knowledge of County government, geography, economics, demographics, society, goals, policies and procedures;
- Working knowledge of county department operations, organization, accountability, and responsibility;
- Ability to analyze problems, assess future problems, and formulate complex action plans to facilitate resolution of said problems;

- Ability to research information, collect data, and interpret and analyze findings;
- Ability to perform mathematical calculations;
- Outstanding professional leadership ability.

This list is not exhaustive and is only meant to serve as a basic outline of the types of knowledge and skills a Public Health Graduate Fellow may be expected to display. Assigned projects and responsibilities will determine specific required skills.

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