

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Commissioner of Whole Health

**SALARY:** \$148,990.40 Hire rate and \$161,907.20 Work rate after 9 months

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 03/14/25

**THE FINAL DATE TO FILE APPLICATIONS:** 04/13/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 04/14/25

**RESIDENCY WAIVED**

Please submit a cover letter and resume with your application.

**MINIMUM QUALIFICATIONS:**

Shall possess:

1. Master's degree in Public or Mental Health, Public Administration, Health Administration, Health Science or related field from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a public and/or mental health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences). Related fields include public health nursing, health administration, community health education, environmental health, psychiatry, psychology, psychiatric nursing, social work or behavioral science; **and**

Five years of administrative experience, two of which must be in a senior supervisory capacity, in a health-related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public and/or mental health, developmental disability and substance use disorder programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

**OR**

2. Bachelor's degree in Public or Mental Health, Public Administration, Health Administration, Health Science or related field from a regionally accredited or New York State-registered college or university that demonstrates the core competencies of a public and/or mental health education (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, and Social and Behavior Sciences). Related fields include public health nursing, health administration, community health education, environmental health, psychiatry, psychology, psychiatric nursing, social work or behavioral science; **and**

Seven years of administrative experience, two of which must be in a senior supervisory capacity, in a health-related organization or government agency that demonstrates that the candidate possesses the knowledge and skills necessary to administer public

and/or mental health, developmental disability and substance use disorder programs including workforce and budget management, effective communication, effective establishment and implementation of policy or business goals, and compliance with legal requirements.

**NOTE:** The Tompkins County Commissioner of Whole Health may serve in the capacity of a Public Health Director or shall designate staff to fulfill the role. If the selected candidate or designee does not fully meet the education or experience requirements at the time of appointment, the State Commissioner of Health may approve a conditional appointment of two (2) years, with an opportunity for two additional one-year conditional renewals. Final approval of conditional candidates shall be contingent on satisfactory progress in meeting a public health education or experience plan developed in conjunction with and approved by the State Commissioner of Health.

All appointments as the Public Health Director and the appointment and arrangements for the medical consultant are subject to the approval of the State Commissioner of Health.

### **SPECIAL REQUIREMENTS:**

1. This role requires the ability to meet travel demands, with or without reasonable accommodation. The Commissioner of Whole Health shall possess a valid New York State driver's license at the time of appointment, or within 30 days of appointment if in possession of a valid out-of-state driver's license and shall maintain for the duration of employment.
2. This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.
3. Per Section 351 of New York State Public Health law, this position is subject to a six-year term appointment.
4. While this work involves 24/7 on-call responsibilities, Tompkins County supports work-life balance and provides resources to promote employee wellness.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The Commissioner of Whole Health serves as the County's Chief Executive Officer of the Department of Whole Health, a consolidated department of Public Health and Mental Health. The Commissioner is responsible for implementing a cohesive and compliant integrated framework for the delivery of public health, mental health, developmental disability, substance use disorder and environmental services and programs, involving cooperative agreements and relationships with governmental and non-governmental agencies within the jurisdiction. The work includes the development of strategies, policies and procedures that will build toward a healthy, equitable community that addresses the root causes of health disparities and enables all providers to deliver the highest quality integrated care service to all patients. The incumbent is directly responsible to the County Administrator for the implementation of the department's financial, personnel, and administrative policies established by the Tompkins County Legislature and the County Charter. The work will involve considerable demands from tight deadlines and conflicting priorities, requiring highly effective interpersonal skills to obtain trust and to successfully negotiate critical and sometimes highly controversial issues that have the potential of life-or-death outcomes. An extreme level of autonomy and independent judgment are exercised with full and direct accountability for final results. Direct supervision is exercised over the deputies, medical personnel and higher-level staff of the various units and divisions of the Whole Health Department. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

**(The activities below are illustrative and not intended to be all-encompassing).**

- Oversees the development and implementation of policy, procedures, contracts and direct services for Whole Health activities, in accordance with state and local law and guidelines, and applicable policies;
- Plans, organizes and directs local mental health and public health prevention, surveillance, treatment and service-oriented programs in collaboration with other government and non-governmental agencies as required;
- Develops policies for approval by the Board of Health, Community Mental Health Services Board, State Department of Mental Hygiene and/or Tompkins County Legislature;
- Provides oversight and coordination of public and mental health education programs with public and private community based organizations and groups throughout the County;
- Directs the preparation of the annual budget and submits to the appropriate bodies as needed for policy implementation;
- Directs the annual evaluation of direct and contract agencies, monitoring fiscal and administrative responsibility and program effectiveness to ensure conformity with federal, state, and county requirements;
- Presents decision options and/or specific recommendations, together with supporting data, to facilitate policy and priority deliberations;
- Consults with the Medical Directors in order to develop and implement policies with a medical basis;
- Works with appropriate community bodies to develop a common system of evaluation (to include accountability) of Environmental Health, Children With Special Care Needs, Community Health Services, Mental Health, developmental disabilities, and substance use disorder services;
- Represents health and mental health, developmental disability and substance use disorder services to the Health and Human Service Committee of the Legislature as well as to state regulatory agencies and financial bodies;
- Pursues sources of funding for programs and services;
- Directs the operation of a program of licensing and inspecting to insure the sanitary quality of food served in public eating places;
- Directs programs for promotion and supervision of water supply systems and sewage disposal systems, insofar as sanitation is concerned;
- Drafts and negotiates department contracts with other County departments or with non-county entities, and reviews and evaluates the efficiency and effectiveness of those entities in carrying out County work on a cost effective basis;
- Serves as the registrar for the Vital Records Unit following all applicable state rules and regulations;
- Appoints all unit staff and supervises staff activities to maximize departmental cooperation, cooperation with other County departments and community-based organizations, and overall department effectiveness;
- Performs public relations duties with media and with representatives of the public;

#### **KNOWLEDGE, SKILLS, AND ABILITIES: (AT FULL PERFORMANCE)**

- Comprehensive knowledge of the principles, practices, strategies and terminology of public and/or mental health programs and administration.
- Thorough knowledge of current public and/or mental health, developmental disability and substance use disorder programs.
- Thorough knowledge of local government organization and operations, demonstrating the ability to work respectfully with legislative, community and media representatives in order to define and implement the mission and vision for public health, mental health, developmental disability and substance use disorder in Tompkins County.
- Ability to plan, lead and assess the impact of a variety of public health and mental health programs, ensuring equitable and community centered outcomes.
- Good knowledge of the various private sector and not-for-profit entities throughout the county who may utilize the services of the various Whole Health units.
- Demonstrated ability to uplift and value the perspectives of diverse communities, recognizing and addressing their unique needs to foster equity, inclusion, and innovation in public health, mental health, developmental disability and substance use disorder systems.
- Ability to organize and mobilize staff to implement long and short range plans and objectives for the provisions of a wide variety of health and mental health services.
- Ability to organize and analyze data for fiscal, evaluative and strategic planning purposes, utilizing inclusive practices to ensure equity in decision making.
- Ability to interpret and effectively implement complex oral and written information in ways that are accessible for diverse audiences.
- Ability to engage and collaborate with diverse communities on public health, mental health, developmental disability and substance use disorder initiatives, valuing input and fostering trust.
- Ability to meet the travel requirements of the position.

This position involves significant computer use and data analysis. We are committed to providing reasonable accommodation to support the incumbent in meeting these requirements.

The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodation.

Tompkins County Government centers diversity, equity, and inclusion. We are committed to the empowerment of employees and residents to dismantle systemic barriers that inhibit inclusive governance and the provision of government services to all. Guided by our values of Respect, Accountability, Integrity, Equity, and Stewardship, we strive to build a workplace and community rooted in trust, belonging, and opportunity for all.

Learn more about our [Strategic Plan](#) and [Institutionalizing Equity Report](#), which embed equity across our operations.

Originally Created: 1/2025

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850