

## HEALTH CARE ADMINISTRATOR (ENTOMOLOGIST)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent develops, implements and administers programs related to the surveillance and control of vertebrate and invertebrate (such as mosquitoes and ticks) carriers of human disease. The incumbent is responsible for performing specialized activities in environmental health relating to the enforcement of Public Health Law, Sanitary Codes, Environmental Conservation Law and regulations as they apply to the spread of disease and animal nuisance control. Responsibilities include the coordination and supervision of the day-to-day operations of the surveillance, collection, identification and testing of suspect species. The incumbent recommends control efforts and develops and conducts studies to assess the efficacy of control measures. The incumbent participates in promoting public education, in developing appropriate educational material and encouraging community awareness and regional prevention and control measures. Supervision is exercised over a number of professional, supervisory and support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises all staff and programs for field, laboratory and administrative operations for the surveillance and control of arthropod borne diseases;

Monitors and oversees the supply, equipment and personnel budgets for the program to survey and control vertebrate and invertebrate carriers of human disease;

Develops operational strategies for the implementation, surveillance, collection, identification, testing and control of vertebrate and invertebrate carriers of human disease, including field, laboratory and administration;

Evaluates and makes recommendations for mosquito surveillance needs and decisions regarding control measures;

Develops and directs operational systems to insure compliance with EPA and DEC rules and regulations; ensures compliance with relevant federal, state and local environmental rules and regulations;

Co-ordinates and collaborates with relevant federal, state and local governmental agencies and community organizations efforts related to arthropod borne disease surveillance and control;

Coordinates invertebrate activity with the Zoonoses program to develop plans and procedures for vertebrate animal surveillance, and monitors results;

Develops, in conjunction with the vertebrate program, systems and databases required for data collection and analysis; reviews and analyzes data and provides regular summaries and reports;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Directs relevant Geographical Information Systems (GIS) mapping areas of suspect activity and providing analysis;

Ensures accuracy and completeness of data entry in the New York State Department of Health's (NYSDOH) Health Information Network (HIN) database, monitors testing status and results for all submitted specimens, and provides required information and reports related to this program;

Directs the surveillance, control measures, analysis and educational measures; identifies areas of greatest need; determines most efficacious medium, and designs methods to measure the success;

Oversees and participates in the establishment of guidelines for treatment and prevention recommendations;

Uses computer applications or automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of the surveillance and control of arthropod borne diseases; thorough knowledge of the principles and practices of public health; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to communicate effectively, both verbally and in writing; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with governmental agencies, community agencies and the public; initiative; reliability; physical ability commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Master's Degree\* Entomology, or related field that included coursework in entomology, and four years experience in public health in vector surveillance and control, which included field and laboratory experience, including or supplemented by two years of supervisory experience in vector control; or (b) a Bachelor's Degree\* in Entomology or related field that included coursework in entomology and six years experience as described in (a), including the supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SUBSTITUTION: A Ph. D\* (Doctoral degree\*) in Entomology, or a related field that included coursework in entomology, may be substituted for two years of specialized experience. There is no substitution for the supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in the State of New York.

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Job Class Code: C3059  
Job Group: XIV