



Position-Specific Hiring

Guidance Document for Local Health Departments (LHDs)

About Position-Specific Hiring:

Based on feedback received from LHDs during the first year of program implementation, the New York State Public Health Corps (NYSPHC) is exploring a new application and hiring model for the program. Through this method, NYSPHC Fellowship Program applicants will apply for *specific positions* available at LHDs or host organizations, rather than applying to the NYSPHC Fellowship Program more broadly. The goal is to have a targeted approach to fill vacancies for both existing and new Fellowship positions identified by the LHD.

➤ **Process:**

All LHDs will develop and submit position descriptions for specific Fellowship vacancies using a standardized form. This form will be shared shortly with LHDs. Job postings will be publicized on the NYSPHC website and Fellowship Placement Coordinators will send applications weekly to LHDs.

➤ **Benefits to LHDs:**

This method seeks to attract a larger applicant pool for specific positions through transparency with job descriptions, including minimum and preferred qualifications. Applicants will know exactly which position they are applying for. As a result, LHDs will find the applicant pool better matches the specific skill sets and experience they seek.

➤ **Application:**

The NYSPHC website will list open positions and link to the application for each position. All candidates will apply directly to NYSPHC and where another application is also required (e.g. PCG or Civil Service), will be directed to apply with the hiring entity. Applications submitted directly to NYSPHC will include the following:

- Resume
- Cover letter
- Reference contact information
- Certification of up-to-date COVID-19 vaccination or religious or medical exemption

LHDs and host organizations will continue to review applications, interview applicants, and lead the hiring process.

➤ **Timeline:**

This process will launch in **late Spring/early Summer** with the goal of having Fellows hired and onboarded by the LHD/host organization by July 2023.

➤ **Next Steps:**

Informational webinars will occur on the following dates/times (Please click on the preferred date you are available to attend to register for the meeting and receive a calendar hold.):

- [May 3, 2023 \(9-9:45 AM\)](#)
- [May 4, 2023 \(3-3:45 PM\)](#)
- [May 5, 2023 \(1:30-2:15 PM\)](#)

Your Regional Fellowship Placement Coordinator will contact you about submitting position descriptions for vacancies in your county.