

FAQs for Job Descriptions and Postings

Questions asked by Local Health Departments (LHDs) for the LHD Position-Specific Pilot

Applications

1. What is the purpose of the job description form?

The purpose is to have a clear and targeted approach to fill vacancies for both existing and new Fellowship positions, improving the experience for both LHDs and program applicants.

2. If our county is not ready to hire right now, can we submit the job posting forms at a later date? Will they need to be reapproved?

Yes, you can submit job postings to your Fellowship Placement Coordinator when you are ready to post for hire. NYSPHC will be reviewing submissions on a weekly basis with the goal of having all open positions posted to the website by the following week. Positions that have already been approved by Grants Administration do not need to be reapproved to be posted. If the information on the submission form needs to be changed, we will contact the LHD to make the changes.

3. Can we use the same Job Description form to send to Grants Administration?

This form is not required by Grants Administration. However, you may use the job posting form as a position description for new positions that you add to a Fellowship plan. This goes to your Fellowship Placement Coordinator for review and posting.

4. With the civil service process, LHDs can't alter the job description. What happens in this case?

This process is not intended to replace the civil service job descriptions. Please continue to use the civil service position you have approved with your county.

Hiring Process

5. Will the LHD lead the hiring process?

Yes, the LHDs will continue to be responsible for the hiring process including reviewing applications, conducting interviews, and making the hiring decisions. NYSPHC is the liaison and will forward the applications to the LHD.

6. If I am required to hire from a civil service list, would I need to complete the job description form?

You will not need to do this step if you cannot go outside of that list. *If you are hiring through civil service but need to expand your applicant pool, you should use the form.* If you have a list and it is not open and competitive, you will not need to fill out the form. Those applicants we receive through this form will still be referred to the additional civil service application. Applicants will need to complete both. Anyone who gets hired, even if you're using the civil service list will need to complete the NYSPHC application.

7. If a civil service position has been created, can we still post locally, or should all candidates be filtered into this process first?

Civil service positions will be posted on the NYSPHC website along with all other open positions. LHDs are encouraged to continue posting their open positions through civil service. The position description form listed on the NYSPHC website will refer applicants to the additional civil service application if applicable.

8. If we are currently working with our subcontractor (PCG, CCSI, etc.) to recruit, do we need to restart this new process?

No, you do not need to restart the process. This process will be used to fill future open positions.

9. If we have approved fellowship positions that we are currently unsure about filling, do we need to do a new submission form to hold those positions? What about any that have already applied that we received the applications but have not interviewed yet?

No, you do not need to use the new form to hold the position. You will only use it when you are ready to hire a new person. If you have already identified a candidate for a position, there is no need to complete the job description form.

10. For those that we have interviewed and are working on a fellowship plan and appropriate placement, we do not need to do this process, correct? What about any that have already applied that we received the applications but have not interviewed yet?

That is correct, no action is needed for positions where you have already hired or are reviewing applications/preparing to interview; this will just be for new postings going forward.

Vaccination Requirements

11. What are the COVID-19 vaccination requirements?

Vaccination requirements are set by each LHD based on the guidelines they choose to follow. NYSPHC asks applicants for verification of compliance with the COVID-19 vaccination requirement only. LHDs or host organizations take the lead in obtaining/verifying the vaccination documentation they require.