



Department  
of Health



# New York State Public Health Corps (NYSPHC)

Fellow Job Duty Form: Instructions and Guidance  
for Host Organization Supervisors

# Job Duty Form: Goal & Rationale

- Outlines job duties and expectations for Fellows so they are aware of their roles and responsibilities at the host organization.
  - Form does not need to capture NYSPHC professional development requirements, but Supervisor must integrate time into the Fellow's work schedule to complete to ensure advancement to year 2 of the program.
- Form can be used as a tool to assist in performance appraisals by host organization Supervisor during their two-year Fellowship term.
- Form should be completed by Supervisor and reviewed with Fellow(s) **within the first 30 days of Fellowship cohort start**, and at least quarterly thereafter.
  - This should not be completed by Fellow
  - Form applies to new Fellows and carryovers

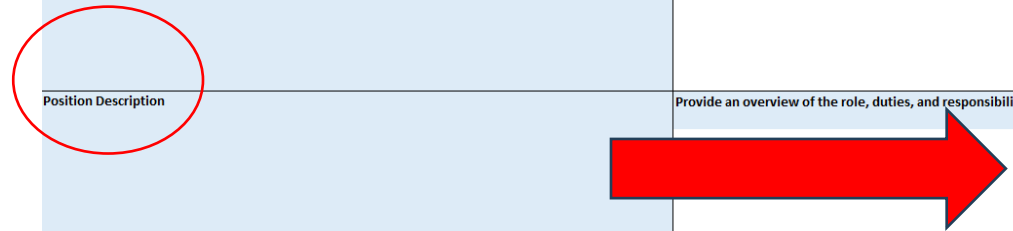
# Directions for Completion

- Refer to accompanying job duty form example and complete all fields in the NYSPHC job duty template.
- When completing the job duty section, leverage the "Position Description" portion of your approved Fellowship Plan to create applicable responsibilities and duties.
  - Below each duty, outline the activities/responsibilities Fellows need to perform to accomplish each duty.

**Fellowship Plan**

<i>educators, or other community health professionals)</i>	
Justification of Fellowship Project	<i>Describe the goals and objectives of this position in terms of building capacity for covid-19 response and/or future response to infectious disease outbreaks; please specify/explain if this position supports a gap identified during NYSDOH's covid-19 response.</i>
Position Description	<i>Provide an overview of the role, duties, and responsibilities of this position. (350-word max, for PCG position description)</i>

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**Fellowship - Position Plan** Lists +

# Adding Additional Duties

- If you add duties to the job description in the Fellowship Plan, they must relate to the existing scope of work in the host organization's approved Fellowship Plan.
  - Changes in scope of work outside of the Fellowship Plan must be discussed with your Fellowship Placement Coordinator to assess if updates warrant review/approval by Grants Administration.
  - If job duty updates warrant changes to your Fellowship Plan, an updated form should be submitted after Fellowship Plan approval.

# Fellow Tiers

- Duties should align with action verbs by Fellow Tier.

Example Action Verbs by Fellow level:

- **Tier III Fellow:** *Assess, Collaborate, Communicate, Coordinate, Develop, Educate, Evaluate, Facilitate, Identify, Integrate, Investigate, Monitor, Plan, Prepare, Process, Review, Supervise, Train, Update*
- **Tier II Fellow:** *Assess, Assist, Compile, Correspond, Draft, Educate, Enter, Facilitate, Gather, Generate, Maintain, Monitor, Perform, Prepare, Present, Process, Provide, Review, Train*
- **Tier I Fellow:** *Assist, Collect, Complete, Create, Document, Draft, Enter, Gather, Interact, Maintain, Perform, Prepare, Process, Provide, Respond, Retain, Review, Support, Track, Update, Utilize*

# Tier 1 Fellow: Example Job Duties

- Create data tables and respond to routine data requests.
- Assist in creating reports, presentations, posters, tables, charts, and graphs.
- Compile user requests to improve functionality and user experience.
- Assist with the preparation of project fact sheets and documents.
- Collect and enter data into databases.
- Gather information for program staff to update tools to monitor program performance.
- Compile and share information for program staff developing policies and procedures.

# Tier 2 Fellow: Example Job Duties

- Assist with performing routine descriptive data analyses.
- Serve as a liaison between program staff and external stakeholders.
- Provide technical assistance to stakeholders, as needed.
- Monitor and track program deliverables to ensure requirements are met.
- Prepare materials and tools for internal and external use.
- Collaborate with internal and external stakeholders to meet program needs.
- Assist in the organization of meetings including compiling and arranging topic(s) for the focus of meetings and developing agendas.
- Collect and prepare data for qualitative or quantitative analysis.
- Assist with preparing presentations related to related topics and programs.

# Tier 3 Fellow: Example Job Duties

- Perform data integrity and quality checks to ensure accurate, complete, and consistent representation of data.
- Assemble accurate and complete datasets for analysis in specific formats (e.g., Excel, Access, SAS).
- Identify and collaborate with outside stakeholders to meet program goals.
- Prepare written summaries & guidance documents to present findings.
- Develop work plans to ensure ongoing implementation activities are completed in a timely manner.
- Coordinate, implement, and monitor the planning and execution of team meetings, webinars, and events that promote the programs and priorities.



# Review and Submission of Job Duty Form

- Review the job duty form with Fellow **no later** than 30 days of cohort start date.
- Supervisor **and** Fellow then sign/date form to attest duties were reviewed.
  - Once an electronic signature is added, the form will not allow further edits to be made.
- Submit signed copy via e-mail to Fellowship Placement Coordinator with a Cc: to your regional Public Consulting Group (PCG) contact.
- Supervisor and Fellow should retain a copy.
  - Review the job duty form **at least quarterly** or as needed as part of regular supervision meetings.

Questions?



**Contact your Fellowship Placement Coordinator or  
Fellowship Program Specialist**

**We are here to help!**