

SURVEILLANCE COORDINATOR (PUBLIC HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is coordinating and technical work primarily involving responsibility for coordinating and participating in surveillance activities as they pertain to flow control programs in the Department of Health. The work is performed under the general direction of an administrator or engineering professional. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates with departmental staff to identify target areas, locations, and materials and develop surveillance schedules, procedures, etc.;

Acts as a technical advisor by providing guidance regarding the development of surveillance strategies and the selection of surveillance equipment as they pertain to flow control programs and initiatives;

Acts as liaison, as assigned, with local law enforcement agencies, community organizations, local municipal agencies, etc. in order to exchange information regarding surveillance strategies and coordinate same;

Researches and prepares reports regarding best practices and trends in surveillance and enforcement strategies, especially as they pertain to flow control and resource recovery;

Participates in surveillance activities by using binoculars, cameras, and other equipment to observe, identify, and document the collection of evidence for evaluation and enforcement, as needed;

Locates and identifies containers of regulated material (e.g., recyclables, construction debris) in order to plan the surveillance of garbage collection and ensure compliance with regulations and procedures;

Tracks and monitors the collection of containers to locate and follow hauler trucks and observe their activities;

Documents observations (i.e., field notes) and prepares surveillance reports;

May provide testimony in formal hearings regarding field observations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the programs, procedures, and policies of the Department of Health's flow control program*; good knowledge of New York State and local laws, codes, and regulations as they apply to flow control programs*; ability to coordinate surveillance activities as they pertain to the Department of Health's flow control and related environmental programs; ability to develop surveillance strategies for a flow control program; ability to understand and interpret moderately complex written material; ability to prepare reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree and three (3) years of experience that substantially involved surveillance** activities in a law enforcement setting (e.g, police department, criminal investigation unit of a District Attorney; federal investigatory agency, etc.).

**Surveillance shall be defined as close, regular, and systematic observation in order to collect data or evidence for the purposes of enforcement and the prevention of the violation of laws or regulations. The surveillance must have included field observations on a regular basis.

*To be demonstrated during the probationary period.

R.C.D.P. 08.04.2017

Competitive