

DEPARTMENTAL PROMOTION EXAMINATION

ASSISTANT SUPERVISING PUBLIC HEALTH NURSE
EXAM #DEC-09-04 (PROM)

PUBLIC HEALTH NURSE
EXAM #DEC-09-05 (PROM)

SUPERVISING PUBLIC HEALTH NURSE
EXAM #DEC-09-06 (PROM)

APPLICATIONS ACCEPTED CONTINUOUSLY

A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE: \$40,510-\$43,134 ASSISTANT SUPERVISING PUBLIC HEALTH NURSE Oneida County Government
\$36,285-\$39,246 PUBLIC HEALTH NURSE Oneida County Government
\$41,928-\$44,617 SUPERVISING PUBLIC HEALTH NURSE Oneida County Government

VACANCIES: The eligible list, established as a result of this examination, will be used to fill existing vacancies and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.

MINIMUM QUALIFICATIONS:

Assistant Supervising Public Health Nurse: Candidates must have permanent full-time competitive status for a period of **twenty-four (24) months as a Public Health Nurse** in the Oneida County Public Health Department immediately preceding the date of this examination.

Public Health Nurse: Candidates must have permanent full-time status for a period of **twenty-four (24) months as a Registered Professional Nurse** in the Oneida County Public Health Department immediately preceding the date of this examination.

Supervising Public Health Nurse: Candidates must have permanent full-time competitive status for a period of **twenty-four (24) months as an Assistant Supervising Public Health Nurse or forty-eight (48) months as a Public Health Nurse** in the Oneida County Public Health Department immediately preceding the date of this examination.

- NOTE:**
1. Applicants must possess a Bachelor's Degree in Nursing from a regionally accredited or New York State registered college or university.
 2. Candidates **must** submit a copy of license to practice as a Registered Professional Nurse and **must** submit copies of transcripts with application.
 3. Applicants must meet the minimum qualifications on or before the date of application.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment to meet the transportation requirements of the job.

DUTIES:

Assistant Supervising Public Health Nurse: An Assistant Supervising Public Health Nurse has the responsibility for the provision of nursing services and for the supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care. The Assistant Supervising Public Health Nurse assists the Supervising Public Health Nurse in planning, implementing, coordinating and evaluating the nursing program. The incumbent performs related work as required.

Public Health Nurse: Under qualified nursing supervision, a public health nurse shall plan, provide, direct and evaluate nursing care in a variety of settings and offer instruction and guidance in health practice for individuals and families. The incumbent performs related work as required.

Supervising Public Health Nurse: A Supervising Public Health Nurse's position involves responsibility for the provision of nursing services and supervision of nursing practice to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. The incumbent performs related work as required.

SUBJECTS OF EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive an evaluation of their training and experience against the background of the duties of the position.

Attach to your application a **Summary of Your Training** and a **Summary of Your Experience**. Be as concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor.

In your **Summary of Training** indicate all training, including any formal coursework which was not a part of a degree program or which has not yet resulted in a degree. Indicate your participation in any continuing education programs, including any convocations, seminars, workshops, etc., in which you have participated over the past five years. Show the approximate dates and length of such programs and the nature of your participation.

In your **Summary of Experience** include a comprehensive description of each relevant position you have held and the duties of the position. Also where applicable, indicate the percentage of time spent in performing specific duties.

CANDIDATE RESPONSIBILITY: It is the responsibility of candidates to provide all necessary documentation and to complete all relevant parts of the application. To receive credit for experience—either qualifying or against a rating scale—they must show basic information such as employer name and address, name and title of supervisor, hours worked per week, dates of employment to include month and year started and ended, etc. **A copy of a verifiable transcript for required education and a copy of the required license or professional certificate must be submitted.** All information must be submitted on and with your application. Candidates who submit incomplete applications and documentation may be disqualified.

ELIGIBLE LISTS: Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year. Appeal of ratings will not be allowed, as the opportunity for re-test exists.

TERMINATION OF THE PROGRAM: Oneida County Department of Personnel reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

SENIORITY CREDIT: Computation of seniority points will begin from the date of original entry in the full-time, permanent classified service, of the jurisdiction in which promotion is sought. Points will be added to an eligible score, as follows:

*Less than 1 year-	0 points
*1 year up to 6 years -	1 point
*Over 6 years up to 11 years -	2 points
*Over 11 years up to 16 years -	3 points
*Over 16 years up to 21 years -	4 points
*Over 21 years up to 26 years -	5 points
*Over 26 years -	6 points

GENERAL INSTRUCTIONS

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED.** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.
5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.

6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.ny.gov/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.
12. **ADDITIONAL CREDIT:** In conformance with section 85-a of the Civil Service Law, **children of firefighters and police officers killed in the line of duty** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
13. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
14. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
15. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification for future examination for a two year period. (per Oneida County Civil Service Rule IX)

Issued: 1/8/16

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****