

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES  
A CONTINUOUS OPEN-COMPETITIVE CIVIL SERVICE EXAMINATION FOR  
  
SUPERVISING NURSE  
EXAM NO. 15-CONT**

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| APPLICATIONS ACCEPTED CONTINUOUSLY<br>TRAINING & EXPERIENCE EXAMINATION<br>HELD PERIODICALLY | PROCESSING FEE<br><b>\$15.00</b><br>(Check/Money Order) |
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**ONTARIO COUNTY 2009 FULL-TIME SALARY:** \$56,287.00      **2009 PART-TIME SALARY:** \$32.00/hr. The List resulting from this examination will be used to fill all full-time and part-time vacancies under the jurisdiction of the Ontario County Department of Human Resources.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE EXAMINATION DATE.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Maintains supervision and coordinates nursing staffing within and between nursing units as related to the total nursing service;
- Plans type and amount of nursing care relative to the needs and objectives of the Department;
- Collaborates with medical staff in the care and treatment of residents;
- Supervises the preparation of and submits descriptive medical and statistical reports, records, and data;
- Instructs and assists the nursing staff and auxiliary nursing personnel on nursing problems, clinical techniques, ward management, and related activities;
- Evaluates nursing personnel performance, nursing activities, and nursing care within the units;
- Coordinates the services rendered by other departments in the interest of effective management and patient welfare;
- Supervises the activities of and instructs professional subordinates on aseptic, surgical and isolation techniques in a unit or clinical division;
- Performs a variety of personnel management, clinical department and unit management and supply distribution activities;
- Studies methods of nursing care and nursing service to promote their continuous improvement;
- Interprets nursing service policies to nursing personnel;
- Participates in in-service training programs;
- Promotes and maintains good relationships with residents and their relatives and friends;
- Prepares a variety of records and reports related to the work.

**MINIMUM QUALIFICATIONS:** Either:

1. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Nursing and two years of experience in professional nursing activities in a supervisory or administrative position; or
2. Graduation from an approved three year school of professional nursing and three years of experience in professional nursing activities, two years of which shall have been in a supervisory or administrative position; or

**MINIMUM QUALIFICATIONS:** (Continued)

3. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in Nursing and four years of experience in professional nursing activities, two years of which shall have been in a supervisory or administrative position; or
4. An equivalent combination of training and experience as defined by the limits of (1), (2), and (3) above.

**NOTE:** Possession of a Master's Degree in Nursing from a regionally accredited or New York State registered college or university may be substituted for one year of experience in professional nursing activities in a supervisory or administrative position.

**NOTE:** Possession of a current valid license and registration issued by the State of New York Education Department to practice as a Registered Professional Nurse at time of appointment.

**NOTE:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

**NOTE:** 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. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

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

You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may

be disqualified.

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at [www.co.ontario.ny.us/HumanResources/](http://www.co.ontario.ny.us/HumanResources/) Completed applications may be delivered personally or mailed to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424.

Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

Applications will be accepted continuously, with ratings conducted by the Ontario County Department of Human Resources. The names of those passing will be added to the Eligible List as they qualify. The names of the qualified candidates will remain on the Eligible List for one year. Applications received after a rating is completed will be retained for the next rating. **Candidates may apply for this Training & Experience examination at six-month intervals.**

THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES RESERVES THE RIGHT TO TERMINATE THIS SPECIAL RECRUITMENT PROGRAM AND REESTABLISH THE PERIODIC TYPE OF EXAMINATION.

**ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATIONS OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.**

**NOTE:** 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.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

Ontario County is an Equal Opportunity Employer, and, as such, offers equal opportunities for all qualified applicants with no discrimination as to race, color, creed, sex, national origin, or disabilities.

John E. Garvey  
Director of Human Resources

Supervising Nurse  
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Revised: March 18, 2009



