

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES
A CONTINUOUS CIVIL SERVICE EXAMINATION FOR
SUPERVISING PUBLIC HEALTH NURSE
EXAM NO. 16-CONT**

APPLICATIONS ACCEPTED CONTINUOUSLY TRAINING & EXPERIENCE EXAMINATION HELD PERIODICALLY	PROCESSING FEE \$15.00 (Check/Money Order)
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ONTARIO COUNTY PUBLIC HEALTH AGENCY 2010 STARTING SALARY: \$58,257.00. The List resulting from this examination will be used to fill all full-time and part-time vacancies as they occur.

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)

Assists in planning, implementing, coordinating and evaluating the nursing program within the agency;
Supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards;
Assists in planning and conducting educational programs for nursing staff;
Assists in maintaining the proper utilization of the services of nursing staff;
Participates in surveys, studies and research in the field of public health;
Assists faculty with the implementation of student programs;
Reviews and compiles appropriate records and reports.

MINIMUM QUALIFICATIONS:

1. Possession of a Master's Degree in Nursing from a New York State registered or regionally accredited four-year college or university and two years of combined experience as a Registered Nurse in either a hospital, home care, or nursing home setting; **OR**
2. Possession of a Bachelor's Degree in Nursing from a New York State registered or regionally accredited four-year college or university and four years of combined experience as noted in number one (1) above.

NOTE: The minimum qualifications for positions filled by this examination are regulated by the New York State Department of Health.

The New York State Department of Civil Service has notified our agency that the qualifications for positions in public health departments are under review by the New York State Department of Health and the effective date of any changes in the minimum qualifications has not yet been determined by the Department of Health. Candidates should be aware that the minimum qualifications which candidates will need to meet at the time of appointment to positions filled as a result of this examination may change once the New York State Department of Health takes final action to adopt such changes.

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NOTE : CONTINUED

Candidates who are successful in this examination and meet the minimum qualifications for the positions at the time of certification will be certified for appointment. Candidates who are successful in this examination but do not meet the minimum qualifications for the position at the time of certification, will be restricted from certification for appointment until such a time as they demonstrate that they meet the qualifications established by the New York State Department of Health when the changes become effective. If candidates acquire the training or experience necessary to meet the minimum qualifications for appointment during the life of the list, and demonstrate that they meet the qualifications established by the New York State Department of Health when they become effective, they may then be certified for appointment.

Information about the proposed changes can be found at: <http://www.dos.state.ny.us/info/register/2008/feb20/pdfs/rules.pdf> The proposed changes appear on pages 13-15.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Candidates must possess licensure and current registration to practice as a Registered Professional Nurse in New York State.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

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/ 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.**

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.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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.

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

John E. Garvey
Director of Human Resources

Supervising Public Health Nurse
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Revised: February 25, 2009