CONTINUOUS RECRUITMENT EXAM:
(Application accepted continuously; examination offered periodically.)

Public Health Nurse
Decentralized Open-Competitive Continuous Recruitment Exam
(Based on Training & Experience)

Examination No.: CR# 40009 (Open to the Public)
Application Fee: $15.00 (Non-Refundable) It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will NOT receive a refund if your application is disapproved.

NOTE: This is an exam based on Training and Experience (T&E). There will be NO written or oral test. The only examination will be an evaluation of your training and experience. (See “SUBJECT OF EXAMINATION” paragraph for further details.)

SALARY: The rate of pay varies by location within our jurisdiction.

VACANCIES: The eligible list established as a result of this exam will be used to fill present and future vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

RESIDENCY: Candidates must have been legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

NOTE: A copy of your Bachelor's Degree in Nursing AND RPN license must be submitted with your application.

MINIMUM QUALIFICATIONS:
(A) A baccalaureate degree in nursing from a regionally accredited or NYS registered 4-yr. college or university; AND
(B) Licensure and current registration to practice as a Registered Professional Nurse in NYS.

SPECIAL REQUIREMENTS OF THE POSITION: Certain assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. 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.

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for performing routine and complex-nursing functions with individuals and families in the home and clinics, in accordance with planned programs and standards of the Department. Incumbent independently performs public health nursing activities including assessment of patient health care needs, development and implementation of nursing care plans, and the conduct of community health intervention programs, such as immunization and health clinics. The work is distinguished by the responsibility for supervision of Registered Professional Nurses and other staff assigned to develop and implement plans of care for preventive health and the treatment of the acutely and chronically ill. General supervision is received from a Supervising Public Health Nurse, or higher.

NOTE: In compliance with OSHA, this position has a potential risk of exposure to blood borne pathogens (blood/body fluids).

SUBJECT OF EXAMINATION: THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAM. The only subject of examination will be an evaluation of your training and experience. 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. Candidates who submit incomplete applications or documentation may be disqualified.

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 YOUR 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.
STANDARD INFORMATION

ELIGIBLE LIST: Successful candidates will have their names placed on the eligible list in order of their final score, regardless of the date on which they take the test. A candidate’s eligibility for appointment begins the date when name is added to the list, and will remain in effect for two years.

JURISDICTION: The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

PRE-EMPLOYMENT DRUG TESTING: Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

SECTION 23.2: This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

APPLICATION FEE WAIVER: An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. You may obtain the waiver request form on our website at: http://co.cayuga.ny.us/civilservice/forms/applicationfeewaiverrequest.pdf or call 315-253-1284.

THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS: Applicants whose religious beliefs or military service prevent them from taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application. Military Service Members: If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date. Call 315-253-1284 for more information.

VETERAN’S CREDIT: If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. However, it is your responsibility to submit the appropriate Veteran’s Credit form(s) on or before the date of the exam. You may request these forms by calling (315) 253-1284, or download from our website at: www.cayugacounty.ny.us/civilservice/ccapp. In addition to the Veteran’s Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran’s credit is permitted are listed on the Veteran’s Credit Application.

ADDITIONAL CREDITS ALLOWED CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

CHANGE OF ADDRESS: If you move, it is your responsibility to notify the Civil Service Office of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

TERMINATION OF PROGRAM: The Cayuga County Civil Service Commission reserves the right to terminate this Continuous Recruitment program and re-establish the periodic type of examination.

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INSTRUCTIONS

1. Read this exam announcement thoroughly. Compare your qualifications carefully with the Minimum Qualifications listed on the exam announcement. Apply only for those examinations for which you are clearly qualified. You will not receive a refund if your application is disapproved.

2. Complete a Civil Service application. Download at: http://co.cayuga.ny.us/civilservice/forms/CY114.pdf. Your application must show that you meet the Minimum Qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).

3. Submit your application, along with the application fee, to: Cayuga County Civil Service Commission, 160 Genesee Street, 2nd Floor, Auburn, NY 13021. Applications must be submitted (or postmarked by the Post Office) on or before the application deadline listed on the exam announcement. We will NOT accept any applications submitted or postmarked after the deadline. If paying with a check or money order, make payable to CAYUGA COUNTY, and include the Exam Number(s). DO NOT SEND CASH IN THE MAIL. If applying for more than one Cayuga County exam, you must submit a separate application for each exam, as well as the separate fee required for each exam.

NOTE: Approved candidates will receive an Admission Notice approximately 10 days before the exam date, listing the date, time, and place of the exam. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 days of the exam date, contact the Civil Service office at 315-253-1284. The Cayuga County Civil Service Commission does not make formal acknowledgment of the receipt of an application nor take responsibility for non-delivery of mail or postal delay.

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