



***PROMotional***  
*Exam Announcement*

**SUPERVISING COMMUNITY HEALTH NURSE – Continuous Recruitment**

Revised: April 2010

**CAREFULLY read the following:**

**EXAM DATE: Periodically**

<b><u>APPLICATION DEADLINE:</u></b>	<b>Applications are accepted and rated continuously.</b> <i>Review the information and instructions at the end of this announcement!</i>
<b><u>APPLICATION FEE:</u></b>	No application fee required!
<b><u>TIME AND PLACE OF EXAM:</u></b>	Examinations are administered on a continuous basis.

<b><u>LOCATION OF WORK</u></b>	<b><u>MINIMUM SALARY</u></b>	<b><u>VACANCIES</u></b>
PUBLIC HEALTH DEPARTMENT	\$48,068 - \$48,768 (CSEA GRADE XVII)	ANTICIPATED
<b><u>NOTE</u></b> - In accordance with Section 52 of Civil Service Law, employees in a department in which a vacancy occurs will be certified first for appointment.		

<b><u>PROMOTIONAL QUALIFICATIONS:</u></b> At time of examination, candidates must have six (6) months continuous <b>permanent</b> competitive class <b>status</b> as a Community Health Nurse in the Tioga County Public Health Department.  <b><u>NOTE:</u></b> Persons who are currently employed under Section 55a, NYS Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.
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<b><u>DISTINGUISHING FEATURES OF THE CLASS:</u></b> The work involves responsibility for the provision of nursing and other professional services, and supervision of nursing or other professional practice to assure safe, effective and efficient comprehensive care in homes, clinics, schools and other community facilities. An employee in this class may supervise a community health program in an assigned functional or geographic area under the general supervision of the Director of Patient Services or other health administration official. Supervision is exercised over the work of assigned community health professionals or auxiliary nursing staff. Does related work as required.
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<b><u>ELIGIBLE LISTS:</u></b> Successful candidates will have their names placed on the eligible list in order of their final score. Candidate scores from different testing dates will be interfiled on the eligible list. A candidate's eligibility for appointment begins on the date their name is added to the eligible list and they will remain eligible for appointment for one (1) year from the date, unless their eligibility is extended by the Personnel Officer as provided for in Civil Service Law. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.
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**TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST**

**SUBJECT OF EXAMINATION:** 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.

In your summary of training, include all relevant 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.

In your summary of experience, you must specify the dates of your employment, the number of hours worked each 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 application or documentation may be disqualified.

**IMPORTANT NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, etc. must be shown. Identification by means of Social Security Number may be required.

**TERMINATION OF PROGRAM:** Tioga County reserves the right to terminate this continuous recruitment program and re-establish the periodic type of examination.

Applications may be obtained from and submitted to the Tioga County Office of Personnel and Civil Service.

**SENIORITY CREDIT:** Service starts with the time of original entry in the **permanent classified service** of the municipality 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

*Tioga County is an Equal Opportunity Employer*

**INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – 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 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.

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Personnel and Civil Service Office in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Personnel Office no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Dates is available at the Personnel Office.

**\*\*APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at (877) 697-5627 (press 2, then press 1), **no later than two weeks prior to the test date**.

If you have applied for examinations in more than one Local government (City or County agencies), you must make arrangements to take all the examinations at one test site. You must make your request for these arrangements **no later than two weeks prior to the test date**.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Personnel & Civil Service Office, online at [www.tiogacountyny.com](http://www.tiogacountyny.com), or by calling (607) 687-8207. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**BACKGROUND INVESTIGATION and Additional Screenings:** Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Applicants may be required to submit the necessary fees for the fingerprint processing. **Per Tioga County Civil Service Rule IX (3):** A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**ELIGIBLE LIST:** In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Office of Personnel & Civil Service, the eligible list resulting from this examination may be used to fill vacancies in similar related titles.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: [www.cs.state.ny.us/announ/mainpages/degrees](http://www.cs.state.ny.us/announ/mainpages/degrees) or by contacting the Tioga County Personnel Office. You will be responsible for the required evaluation fee.

**EXAM HOLDINGS:** In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the “Application for Employment” will result in disqualification.

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

**FORMAT:** The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

**FORMS:** **Civil Service Applications, Fee Waivers and Cross-File Notification Forms** may be obtained from, and must be filed with the **Tioga County Office of Personnel & Civil Service, County Office Building, 56 Main St., Owego, NY 13827**. Request applications by mail, in person or from internet. [www.tiogacountyny.com](http://www.tiogacountyny.com)

**NOTIFICATION:** If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days before** the date of the exam, call 687-8204.

**RATING:** This written and/or training and experience examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written and/or training and experience examination.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, please contact the Tioga County Office of Personnel & Civil Service.

**VETERANS OR DISABLED VETERANS** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. Effective January 1, 1998, the State Constitution was amended to *permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.