BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA
60 HAWLEY STREET, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

CONTINUOUS RECRUITMENT

TRAINING AND EXPERIENCE
OPEN COMPETITIVE EXAMINATION FOR

SUPERVISING PUBLIC HEALTH NURSE

Exam Number: 21-857

Examination will be held on an as needed basis
Applications Accepted Continuously

***Processing Fee:** Twenty dollar **($20.00)** non-refundable check or money order is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Only checks or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at** www.gobroomecounty.com**.**

MINIMUM SALARY	VACANCIES	LOCATION OF WORK
$50,911	Anticipated	Broome County Department of Public Health

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies as they occur in all Broome County departments, towns, villages, school districts and special districts under Broome County jurisdiction. The eligible list resulting from this examination may be used for appointment to other titles deemed to be similar and appropriate. The names of the candidates who pass this examination are ranked and interfiled according to their grade.

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County, OR an adjoining county (TIOGA, CORTLAND, DELAWARE AND CHENANGO) at the time of examination except as stated in Resolution 21-253.

DUTIES: This position involves the provision of nursing services and the supervision of nursing practices to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. Work is performed under the general supervision of a higher level administrator with a wide leeway allowed for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over Public Health Nurses and auxiliary nursing or support staff assigned to assist in patient care. May have special responsibilities in specific program areas. Does related work as required.

MINIMUM QUALIFICATIONS*:

A) 1) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in nursing and two years experience as a Public Health Nurse; OR

2) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in nursing and one year of experience as a Public Health Nurse; AND

B) Licensure and current registration to practice as a Registered Professional Nurse in New York State.

*****Per Section 11.42 of the New York State Department of Health Codes, Rules and Regulations (NYSDOHCCR).

NOTE: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

Retesting:
Once you have taken the exam you will not be permitted to participate in the same examination for a period of (6) months.

SUBJECT OF EXAMINATION: The only subject of examination will be an evaluation of your training and experience which you must pass in order to be considered for appointment. 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 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. Candidates who submit incomplete applications or documentation may be disqualified.

Candidates must first complete an examination application and return it to the Broome County Department of Personnel.

Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

Successful candidates will have their names placed on the eligible list in order to their score, regardless of the date on which they take the test. The rank of eligible's changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date he/she appears on the list.

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

Rating: This written 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 test.

Special Requirement for Appointment in School Districts and BOCES
Per 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.

Veteran's Information
Veterans or disabled veterans who want to apply for the credits, must submit an **Application for Veteran's Credits.** Candidates who served during creditable years and indicate on their application that they wish to claim Veteran's Credits, but have not submitted the form with their application will be sent the Application for Veteran's Credits and a **Veteran's Information Sheet.** To claim credit, the completed forms must be submitted prior to the establishment of the eligible list.

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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.