



CONTINUOUS RECRUITMENT
OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 4 columns: Examination No. & Title, Salary Grade, Beginning Salary, Job Rate. Row 1: 20-100 Health Services Nurse, 15, \$48,027, \$61,229. Row 2: \$62,200*, \$75,402

ONLINE APPLICATION PROCESS AVAILABLE at http://www.cs.ny.gov/exams

NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$1,302 annual downstate adjustment. *The beginning salary for appointees in Brooklyn, Hauppauge, Manhattan, and West Brentwood is \$62,200. This salary includes a geographic pay differential of \$12,871 as well as the annual downstate adjustment of \$1,302.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must be licensed and currently registered to practice as a professional nurse in New York State AND have one year of post-RN licensure professional nursing experience in occupational health, community health, public health or in a hospital emergency department, intensive care unit, or coronary care unit. In addition, you must provide proof of current certification in CPR at the time of appointment.

EXAMPLES OF NON-QUALIFYING EXPERIENCE: Experience as a nurse in a hospice setting, nurse in a private MD office non-emergency setting, pediatric public health nurse, or a nurse whose primary duty is to conduct insurance physicals will NOT be considered qualifying experience for the purposes of this examination.

NOTES:

- 1. Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.
2. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
3. New York State residence is not required.

THE POSITIONS: These positions are assigned to Employee Health Services nurse stations located in a variety of New York State agencies and office buildings throughout the state. The nurse stations are typically staffed from 8 a.m. to 4 p.m., Monday through Friday, with the exception of holidays. The hours of operation may be negotiable. Most positions exist in the Department of Civil Service. Positions also exist in the Education Department, Department of Environmental Conservation, Department of Labor, Office of the State Comptroller, State Insurance Fund, Department of Taxation and Finance, and Workers' Compensation Board. Currently, these positions exist in Albany, Binghamton, Brooklyn, Buffalo, Hauppauge, Manhattan, Menands, Syracuse, Utica, and West Brentwood. Vacancies may occur at any time.

DUTIES: As a Health Services Nurse, you would employ a holistic approach to providing occupational health services while working independently without direct supervision. There is often need for making critical nursing judgments in the absence of specific orders. Your principal client population would be State employees. You would be responsible for promoting and maintaining the health, wellness and fitness of State employees. You might provide assistance and services to the public and other non-State employees who are on State property. Typically, you would work a 37 1/2 hour, five-day week, assigned to a health service facility in a State occupied building. However, there may be occasional changes in work schedules or travel with overtime and overnights to provide occupational health outreach services such as TB tests, venipunctures, immunizations and occupational health exams. When assigned to a Nursing Station, you would provide skilled nursing and follow-up care for both occupational and non-occupational illnesses and injuries; counsel employees on health and related problems; plan and administer health education programs; establish and maintain cooperative relationships with agency managers, community health organizations and physicians; and maintain health records, supplies and equipment. You might serve as a preceptor to collegiate nursing students and participate on agency committees. You might also serve as a CPR instructor. When assigned to a Department of Civil Service Medical Examination Center, you would facilitate and/or participate in the examination process from initial client registration through medical testing and evaluation to final completion of the medical record. In either type of assignment, you would be expected to be able to administer emergency nursing care, including cardiopulmonary resuscitation, and to participate in occupational health outreach programs. You would also be expected to participate in professional nursing organizations, and keep informed of new developments in nursing and medicine.

License Requirement: If you pass the test and are considered for appointment you will be required to have a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter or otherwise demonstrate your capacity to meet the transportation requirements of the position. Field work travel expenses will be reimbursed on a fixed schedule.

SUBJECT OF EXAMINATION: There will be no written test. If you meet the Minimum Qualifications your **training and experience** will be evaluated against the general background/critical activities of the position. This evaluation will concentrate on your education, professional certifications, and experience such areas as occupational health, emergency room, public/community health, and supervision in the nursing field. It is essential that you describe your training and experience as completely as possible when you apply. Ambiguity, vagueness, or omissions will not be decided in your favor. Do NOT send resumes. If you apply using the NYS-APP form and you need more space, attach additional 8½" x 11" sheets following the same format used on the application form. Additional unsolicited information will not be accepted after the last day for filing.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your e-mail address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

WHERE TO APPLY: Mail your completed application to:

- Application Processing, New York State Department of Civil Service, Albany, New York 12239

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time and will rate applications whenever additional eligibles are needed. In general, all applications received up to six weeks before a scheduled test date will be processed for that test date. Applications received afterward will be retained for the next scheduled rating.

RETEST POLICY: If your application is disapproved for this examination you may file again as soon as you meet the announced minimum qualifications. Qualified candidates may reapply every two years, or when additional educational credentials or experience are obtained.

INFORMATION FOR CANDIDATES

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.