



**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES**  
**Examination Open To The Public**

**APPLICATIONS ACCEPTED CONTINUOUSLY**  
**TESTS HELD PERIODICALLY**

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate
<b>20-171 Licensed Respiratory Therapist 1</b>	<b>12</b>	<b>\$38,612</b>	<b>\$47,138</b>

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*The salary at Helen Hayes Hospital has been adjusted as follows: \$47,238 - \$55,764  
In addition, a shift differential of \$3,000 is also available at Helen Hayes Hospital.*

**NO APPLICATION PROCESSING FEE REQUIRED**

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application, you must be licensed and registered as a Respiratory Therapist by the New York State Department of Education.

**NOTES:**

1. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
2. New York State residence is not required.
3. Current licensure and registration in New York State as a Respiratory Therapist is required for continued employment as a Licensed Respiratory Therapist 1. The loss of your licensure or registration will result in your removal from employment.
4. For information on New York State licensure, write to: New York State Education Department, Office of the Professions, Certification and Verification Unit, 89 Washington Avenue, Albany, New York 12234, or e-mail [op4info@mail.nysed.gov](mailto:op4info@mail.nysed.gov). The website address is: [www.op.nysed.gov](http://www.op.nysed.gov).
5. All statements made on the application are subject to investigation.

**THE POSITIONS:** These positions exist in the New York State Department of Health at Helen Hayes Hospital, West Haverstraw and the New York State Veterans Home at Oxford.

**DUTIES:** As a **Licensed Respiratory Therapist 1**, you would be responsible for patient care which would include continuous ventilation, airway maintenance, emergency care, pulmonary function testing, cardiorespiratory rehabilitation, infection control, isolation procedures and cardiorespiratory drug administration. You would serve as a resource to physicians in relation to technical aspects of respiratory care and to hospital staff regarding effective and safe methods of administering respiratory therapy. You may administer respiratory therapy to patients of all ages with varied cardiorespiratory diseases. You would participate in the formulation and implementation of the Respiratory Care Plan as well as review and interpret written and graphic data from patient records, laboratory and x-ray reports.

**SUBJECT OF EXAMINATION:** There will be no written test. If you meet the Minimum Qualifications your **education and experience** will be evaluated against the general background/critical activities of the position. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If 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. Final scores will be based on the rating received in the evaluation.

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.

**HOW TO APPLY:**

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto: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 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

**WHERE TO APPLY:** Mail your completed application to:

- Helen Hayes Hospital, Route 9W, West Haverstraw, New York 10993 **OR** the New York State Veterans Home at Oxford, 4211 State Highway 220, Oxford, New York 13830.

Helen Hayes Hospital and the Veterans Home at Oxford have an ongoing need for persons qualified for appointment to these positions. They will accept applications at any time and will rate applications whenever additional eligibles are needed. For further information about this examination, write to the Helen Hayes Hospital, Route 9W, West Haverstraw, New York 10993 **OR** the New York State Veterans Home at Oxford, 4211 State Highway 220, Oxford, New York 13830. Applications received after a rating will be retained for the next rating.

Your final score will be based on the rating you receive on the evaluation of education and experience.

**ELIGIBLE LIST:** 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 for the test. The names of qualified candidates will remain on the eligible list for 2 years.

**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 on an annual basis, but a new application is required each time. Appeal of ratings will not be allowed as the opportunity for retest exists.

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#### 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 discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record 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 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. 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.

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