



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

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

Examination No. and Title	Salary Grade	Minimum Salary	
20-266 Teaching And Research Center Nurse 3	20	\$56,813*	for positions at SUNY Upstate Medical University
		\$80,170*	for positions at SUNY Downstate Medical Center at Brooklyn; this includes Downstate adjustment and Geographic pay differentials
		\$78,020*	for positions at SUNY University Hospital at Stony Brook; this includes Downstate adjustment and Geographic pay differentials

\*Shift assignments and other factors may result in a higher salary

**NO APPLICATION PROCESSING FEE REQUIRED**

**MINIMUM QUALIFICATIONS:** You must have a valid and current license, issued by the New York State Education Department, to practice as a registered nurse in New York State and have had two years of post-licensure clinical nursing experience.

**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.

**THE POSITIONS:** These positions exist in the State University of New York (SUNY) University Hospital at Stony Brook, Upstate Medical University, and Downstate Medical Center at Brooklyn.

**DUTIES:** As a **Teaching and Research Center Nurse 3**, you would perform nursing tasks consistent with the prescribed nursing regimen and supportive of the medical regimen, including: directing and coordinating nursing care activities with other health disciplines involved, participating in staff planning for treatment of individual patients, reviewing and evaluating the quality of nursing services provided to patients and implementing required changes, and serving on selected committees. In addition to the above duties, you would be required to supervise, train and evaluate the nursing staff in a critical care facility or unit.

**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 the experience you have in an acute care or other health care setting, as well as relevant formal nursing education beyond what is required in the minimum qualifications. It is essential that you describe your training 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.

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.state.ny.us/announ/applications.cfm>; or
- Email [examinfo@cs.state.ny.us](mailto:examinfo@cs.state.ny.us) 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:

SUNY Downstate Medical  
 Center at Brooklyn  
 Nursing Recruitment Office  
 Box 1225  
 450 Clarkson Avenue  
 Brooklyn, New York 11203  
 (718) 826-4998

SUNY University Hospital  
 at Stony Brook  
 Human Resources Office  
 Stony Brook, New York 11794-9300  
 (631) 444-4700

SUNY Upstate Medical  
 University  
 Nursing Recruitment Office  
 750 East Adams Street  
 Syracuse, New York 13210  
 (315) 464-4810

State University Health Science Centers have an ongoing need for persons qualified for appointment to these positions. Therefore, the above-listed SUNY Nurse Recruitment/Human Resources Offices accept applications at any time and will rate the training and experience of qualified applicants whenever additional eligible candidates are needed. Applications received after a rating is completed will be retained for the next rating period. Your rating, once established, will be good for two years, after which you may reapply for the examination. (A new application will be required.)

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.

**RETEST POLICY:** Qualified candidates may file as frequently as every two years, but a new application is required each time.

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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, 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:** In addition, 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 enjoy equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their applications. Further information is available from the Special Arrangements Unit of the Department of Civil Service at (518) 457-2487 [press 2, then press 2] in the Albany area, toll free at 1-877-697-5627 [press 2, then press 2], or via TDD (telecommunications device for the deaf) at (518) 457-8480.

**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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