



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title

Salary Grade

20-413 Licensed Practical Nurse

10

Table with 3 columns: Geographic location, Hiring Rate*, Job Rate*. Rows include Statewide, Bronx, Kings, Nassau, New York, Queens, Richmond, Suffolk, Sunmount Developmental Disabilities Services Office (Franklin County), and NYS Veterans Home at Montrose (Rockland County).

*Appointees may also be eligible for \$575/year inconvenience pay.

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 \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have one of the following:

- 1. a license and current registration to practice as a practical nurse in New York State; OR
2. a limited permit to practice as a practical nurse in New York State; OR
3. an application on file for a limited permit to practice as a practical nurse in New York State. (You must be appointed immediately following graduation from an approved school of practical nursing in New York State to qualify under this option.)

Note: If you are appointed with either qualification "2" or "3," you must obtain your license within one year of the date your limited permit was issued or steps will be taken to remove you from the position.

NOTES:

- 1. If you fail to maintain your license and registration once you are appointed to Licensed Practical Nurse, action will be taken to remove you from the position.
2. Credentials will be reviewed at the time of interview.
3. Questions regarding requirements for licensure and registration should be directed to the New York State Education Department, Office of the State Board for Nursing, 89 Washington Avenue, Albany, NY 12237 or by calling (518) 474-3817. The State Education Department may also be contacted by e-mail at nursebd@mail.nysed.gov
4. In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
5. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.
6. For appointment in the Office for People With Developmental Disabilities ONLY: Upon appointment you must submit proof of a valid license to operate a motor vehicle in New York State. Contact the Personnel Office of the facility in which you are interested in employment for specific information on this requirement. If you fail to maintain your license to operate a motor vehicle in New York State, appropriate measures may be pursued to remove you from this position.
7. Applicants for positions at any of the Veterans' Homes operated by the Department of Health must have no findings of abuse, neglect, mistreatment or misappropriation of resident funds listed on the New York State or any state nursing home registry to be considered for appointment.
8. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
9. Background Investigation/Justice Center Review: In some agencies, the names of all prospective employees will be:
- Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
- Investigated through a Criminal Background Check (CBC). All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal laws;
and may be:
- Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment. You will be responsible for payment of all required fees.

THE POSITIONS: There are over 1,800 positions of Licensed Practical Nurse located throughout the state in the facilities of the Office of Mental Health, Office for People With Developmental Disabilities, Department of Correctional Services and Community Supervision, Education Department, Department of Health, Office of Alcoholism and Substance Abuse Services, and the State University of New York.

DUTIES: As a **Licensed Practical Nurse** under the supervision of a Registered Nurse, you would be involved in the treatment of patients/residents. You would administer medications and injections; perform tube feedings; hang IVs; collect blood samples if certified for venipuncture; provide colostomy care; observe patients and report changes in their condition; take and record temperature, pulse, respiration and blood pressure; obtain specimens for analysis and perform other medical procedures as ordered by a physician. You would prepare and apply simple dressings; bathe and feed patients/residents; and care for patients/residents and their quarters by performing such tasks as making beds, changing linen, lifting and moving patients/residents and caring for their personal effects. Provision of nursing services may take place within a state-operated facility or community-based residential or program setting.

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.

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 email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

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 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 directly to the agencies or facilities where you wish to be employed, as directed in the listings below. **Do not send applications to the New York State Department of Civil Service.**

NEW YORK STATE DEPARTMENT OF HEALTH

Mail the completed application to the hospital or veterans home where you wish to be employed:

Helen Hayes Hospital Route 9W West Haverstraw, NY 10993 (845)786-4000 Attention: Human Resources Department	New York State Veterans Home at St. Albans 178-50 Linden Boulevard Jamaica, NY 11434-1467 (718) 481-6268 Attention: Human Resources Department	New York State Veterans Home at Montrose 2090 Albany Post Road Montrose, NY 10548-1454 (914) 788-6000 Attention: Human Resources Department
New York State Veterans Home at Batavia 220 Richmond Avenue Batavia, NY 14020 (585) 345-2000 Attention: Human Resources Department	New York State Veterans Home at Oxford 4211 State Highway 220 Oxford, NY 13830-4305 (607) 843-3100 Attention: Human Resources Department	

STATE UNIVERSITY OF NEW YORK

Mail the completed application to the facility where you wish to be employed:

Long Island State Veterans Home Human Resources Department 100 Patriots Road Stony Brook, NY 11790	State University of New York at Stony Brook 390 Administrative Building Stony Brook University Stony Brook, NY 11794-0751	SUNY College at Geneseo Geneseo, NY 14454	SUNY College at Potsdam 44 Pierrepoint Avenue Potsdam, NY 13676
State University of New York at Albany Human Resources Administration UAB 300 1400 Washington Avenue Albany, NY 12222	SUNY College at Buffalo 1300 Elmwood Avenue Buffalo, NY 14222-1095	SUNY College at New Paltz Human Resources 1 Hawk Drive Haggerty Building, Room 203 New Paltz, NY 12561	State University College of Technology at Canton Canton, NY 13617
State University of New York at Binghamton Administrative Building AD 2420 Binghamton, NY 13902		SUNY College at Oswego 410 Culkin Hall Oswego, NY 13126	State University College of Agriculture and Technology at Morrisville Morrisville, NY 13408-0901
			SUNY College at Oneonta Oneonta, NY 13820-4015

NEW YORK STATE EDUCATION DEPARTMENT

Mail the completed application to:

NYS School For The Blind
2A Richmond Avenue
Batavia, NY 14020-1499
(585) 343-5384

NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES

Mail the completed application with a list of the treatment centers where you wish to be employed to:

NYS Office of Alcoholism & Substance Abuse Services
Bureau of Human Resources Management
1450 Western Avenue
Albany, NY 12203
(518) 457-2963

Russell E. Blaisdell Addiction
Treatment Center
Rockland Psychiatric Center
Box 140
Orangeburg, NY 10962-1129
(845) 359-8500

Bronx Addiction Treatment Center
Bronx Psychiatric Center
Building 13
1500 Waters Place
Bronx, NY 10461-2723
(718) 904-0026, Ext. 2

Creedmoor Addiction Treatment
Center
Creedmoor Psychiatric Center
Building #19, CBU 15
80-45 Winchester Boulevard
Queens Village, NY 11427
(718) 264-3740

Kingsboro Addiction Treatment
Center
754 Lexington Avenue
Brooklyn, NY 11221
(718) 453-3200

McPike Addiction Treatment
Center
1213 Court Street
Utica, NY 13502
(315) 797-6800, Ext. 4801

John L. Norris Addiction
Treatment Center
Rochester Psychiatric Center
1111 Elmwood Ave.
Rochester, NY 14620-3005
(585) 461-0410

C.K. Post Addiction Treatment
Center
Pilgrim Psychiatric Center
Building 1, 998 Crooked Hill Road
West Brentwood, NY 11717-1087
(631) 434-7209

St. Lawrence Addiction Treatment
Center
One Chimney Point Drive
Hamilton Hall
Ogdensburg, NY 13669-2291
(315) 393-1180

South Beach Addiction Treatment
Center
South Beach Psychiatric Center
Building A
777 Seaview Avenue
Staten Island, NY 10305-3499
(718) 667-4219

M. A. Stutzman Addiction
Treatment Center
360 Forest Avenue
Buffalo, NY 14213-1205
(716) 882-4900

Dick Van Dyke Addiction
Treatment Center
1330 County Road 132
Ovid, NY 14521
(607) 869-9500

Richard C. Ward Addiction
Treatment Center
Suite No. 12/16, Building 92
117 Seward Avenue
Middletown, NY 10940
(845) 341-2500

NEW YORK STATE OFFICE OF MENTAL HEALTH

Mail the completed application to the facility where you wish to be employed:

Bronx Children's Psychiatric Center
1000 Waters Place
Bronx, NY 10461
(718) 239-3600

Bronx Psychiatric Center
1500 Waters Place
Bronx, NY 10461
(718) 931-0600

Buffalo Psychiatric Center
400 Forest Avenue
Buffalo, NY 14213
(716) 885-2261

Capital District Psychiatric Center
75 New Scotland Avenue
Albany, NY 12208
(518) 549-6000

Central New York Psychiatric
Center
P O Box 300, Old River Road
Marcy, NY 13403
(315) 765-3600

Creedmoor Psychiatric Center
79-25 Winchester Boulevard
Queens Village, NY 11427
(718) 264-4000

Elmira Psychiatric Center
100 Washington Street
Elmira, NY 14901-2898
(607) 737-4711

Greater Binghamton Health Center
425 Robinson Street
Binghamton, NY 13904
(607) 724-1391

Hutchings Psychiatric Center
620 Madison Street
Syracuse, NY 13210
(315) 426-3600

Kingsboro Psychiatric Center
681 Clarkson Avenue
Brooklyn, NY 11203
(718) 221-7700

Kirby Forensic Psychiatric Center
600 East 125th Street
Wards Island, NY 10035
(646) 672-6767

Manhattan Psychiatric Center
Wards Island Complex
Wards Island, NY 10035
(212) 369-0500

Mid-Hudson Psychiatric Center
2834 Route 17M
New Hampton, NY 10958
(845) 374-8700

Mohawk Valley Psychiatric Center
1400 Noyes at York
Utica, NY 13502
(315) 738-3800

Nathan S. Kline Institute for
Psychiatric Research
140 Old Orangeburg Road
Orangeburg, NY 10962
(845) 398-5500

New York City Children's Center
Brooklyn Campus
1819 Bergen Street
Brooklyn, NY 11233-4513
(718) 221-4500

New York City Children's Center
Queens Campus
74-03 Commonwealth Boulevard
Bellerose, NY 11426
(718) 264-4500

NYS Psychiatric Institute
1051 Riverside Drive
New York, NY 10032
(212) 543-5000

Pilgrim Psychiatric Center
998 Crooked Hill Road
West Brentwood, NY 11717
(631) 761-3500

Rochester Psychiatric Center
1111 Elmwood Avenue
Rochester, NY 14620
(585) 241-1200

Rockland Children's Psychiatric
Center
2 First Avenue
Orangeburg, NY 10962
(845) 680-4000

Rockland Psychiatric Center
Old Orangeburg Road
Orangeburg, NY 10962
(845) 680-4000

Sagamore Children's Psychiatric
Center
197 Half Hollow Road
Dix Hills, NY 11746
(631) 370-1701

St. Lawrence Psychiatric Center
One Chimney Point Drive
Ogdensburg, NY 13669
(315) 541-2001

South Beach Psychiatric Center
777 Seaview Avenue
Staten Island, NY 10305
(718) 667-2300

Western NY Children's
Psychiatric Center
1010 East and West Road
West Seneca, NY 14224
(716) 677-7000

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

Mail the completed application with a list of the correctional facilities where you wish to be employed to:

NYS Department of Corrections and Community Supervision
1220 Washington Avenue
State Office Building Campus
Building #2
Albany, NY 12226-2050
(518) 457-8132

Bedford Hills Correctional Facility
 247 Harris Road
 Bedford Hills, NY 10507-2499
 (914) 241-3100

Fishkill Correctional Facility
 Box 307
 Beacon, NY 12508
 (845) 831-4800

Mohawk Correctional Facility
 P.O. Box 8450
 6100 School Road
 Rome, NY 13440
 (315) 339-5232

Wende Correctional Facility
 P.O. Box 1187
 Alden, NY 14004-1187
 (716) 937-4000

Coxsackie Correctional Facility
 Box 200
 West Coxsackie, NY
 12051-0200
 (518) 731-2781

NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Mail the completed application to the facility where you wish to be employed:

Bernard M. Fineson
 Developmental Disabilities
 State Operations Office
 P.O. Box 280507
 Queens Village, NY 11428-0507
 (718) 217-5110

Central New York
 Developmental Disabilities
 State Operations Office
 Rome Office
 101 W. Liberty Street
 Rome, NY 13440
 (315) 336-2300, Ext. 578

NYS Institute For Basic
 Research in Developmental
 Disabilities
 State Operations Office
 1050 Forest Hill Road
 Staten Island, NY 10314
 (718) 494-5100

Staten Island Developmental
 Disabilities State Operations
 Office
 1150 Forest Hill Road
 Staten Island, NY 10314-6316
 (718) 983-5433

Brooklyn Developmental
 Disabilities State Operations
 Office
 888 Fountain Avenue
 Brooklyn, NY 11208-5997
 (718) 642-6310

Central New York
 Developmental Disabilities State
 Operations Office
 Syracuse Office
 187 Northern Concourse
 North Syracuse, NY 13212
 (315) 473-6980

Hudson Valley Developmental
 Disabilities State Operations Office
 P.O. Box 470, 7 Wilbur Road
 Thiells, NY 10984
 (845) 947-6192

Sunmount Developmental
 Disabilities State Operations
 Office
 2445 State Route 30
 Tupper Lake, NY 12986
 (518) 359-4150

Broome Developmental
 Disabilities State Operations
 Office
 249 Glenwood Road
 Binghamton, NY 13905-1695
 (607) 770-0241

Finger Lakes Developmental
 Disabilities State Operations
 Office
 ATTN: Human Resources Office
 620 Westfall Road
 Rochester, NY 14620
 (585) 461-8800

Long Island Developmental
 Disabilities State Operations Office
 45 Mall Drive, Suite 1
 Commack, NY 11725
 (631) 493-1700

Taconic Developmental
 Disabilities State Operations
 Office
 26 Center Circle
 Wassauc, NY 12592
 Attn: OHRM
 (845) 877-6821, Ext. 3367

Capital District Developmental
 Disabilities State Operations
 Office
 500 Balltown Road
 Schenectady, NY 12304
 (518) 388-0838

Metro New York Developmental
 Disabilities State Operations Office
 Personnel Office
 2400 Halsey Street
 Bronx, NY 10461
 (718) 430-0710

Western New York
 Developmental Disabilities
 State Operations Office
 1200 East & West Road
 West Seneca, NY 14224
 (716) 517-2000

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. The agencies and facilities listed will accept applications at any time and will rate applications whenever additional eligibles are needed. Applications received after a rating will be retained for the next test date rating.

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, 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. 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.