



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate	Non-Refundable Processing Fee
20-489 Community Mental Health Nurse	19	\$59,671	\$75,785	} \$35
20-490 Community Mental Health Nurse (Spanish Language)	19	\$59,671	\$75,785	

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

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

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.

Appointees in the following areas will receive additional salary adjustments under Sections 130.4 and 130.7 of the Civil Service Law:

- New York City (Bronx, Kings, Manhattan, Queens, Richmond) \$16,522
- Nassau, Suffolk, Putnam, Rockland, and Westchester Counties \$16,522
- Dutchess, Orange, Sullivan, and Ulster Counties \$12,871
- Broome County \$10,248

Shift differentials from \$4,400 to \$4,800 are available in the New York City area (Bronx, Kings, Richmond, New York, and Queens). Nassau, Rockland, Suffolk, Westchester, Dutchess, and Orange Counties shift differentials are from \$3,620 to \$4,500. A shift differential of \$3,350 is available in Onondaga County. A shift differential of \$400 is available in all other counties.

MINIMUM QUALIFICATIONS: On or before the date of filing application, you must be **licensed and currently registered to practice nursing in New York State**, or **possess a limited permit to practice nursing in New York State**. (You must obtain your New York State license within one year of the date of appointment or action will be taken to remove you from the position) **AND**

- Either 1. a **bachelor's or higher degree** in one of the areas listed below* **AND** two years of professional clinical nursing experience, including at least one year as described below;**
- OR 2. **30 college credits** in the areas listed below* **IN ADDITION TO an associate's degree in nursing or completion of a three-year nursing program** (attach a copy of your college transcript(s) to your NYS-APP) **AND** three years of professional clinical nursing experience, including at least one year as described below.**

*Acceptable areas include nursing, health care administration, public administration in a health care area, public health, community mental health, community mental health counseling, psychology, sociology, biology, social work, or human services. The 30 credits may include up to two statistics courses. Courses/degrees in physical education, recreation therapy, English, history, math, anthropology, languages, etc. are NOT acceptable.

One year of nursing experience in providing direct services to individuals **diagnosed with mental illness, mental retardation, developmental disabilities, or alcohol or substance abuse in a COMMUNITY SETTING, e.g., a halfway house, visiting nurse, or a community clinic. **SUBSTITUTION:** A master's degree in community mental health may be substituted for this experience only.

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. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Albany, New York 12239. Attention: S1MXL
2. **Language Proficiency:** If you pass the examination for No. 20-490 Community Mental Health Nurse (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
3. If you submit an application for No. 20-490 Community Mental Health Nurse (Spanish Language), an application will automatically be submitted for you for No. 20-489 Community Mental Health Nurse at no additional cost.
4. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
5. New York State residence is not required.
6. Information regarding New York State requirements for a nursing license may be obtained at www.op.nysed.gov/prof/nurse or by contacting: New York State Education Department, Office of the Professions, Division of Professional Licensing Services Nurse Unit, 89 Washington Avenue, Albany, New York 12234-1000, at 518-474-3817, ext. 280 (voice), 518 474-3398 (fax), opunit4@mail.nysed.gov.
7. You may also be interested in New York State examinations for Nurse 1, 2, and 3 or Licensed Practical Nurse positions. Call the Exam Information Desk at (518) 457-6216 or access our website at www.cs.ny.gov.
8. For information about these examinations, write to the New York State Department of Civil Service, c/o Staffing Section 1 or call (518) 473-6614.
9. Loss of New York State licensure or current registration will result in removal from employment.

One processing fee must accompany your application for either one or both of these examinations.

THE POSITIONS: These positions exist in facilities of the Office of Mental Health, the Office for People With Developmental Disabilities, and the Office of Alcoholism and Substance Abuse Services. These agencies have an ongoing need for persons qualified for appointment to these positions. The Department of Civil Service accepts applications at any time which are rated periodically. Applications received after a rating is complete will be retained for the next rating.

DUTIES: As a **Community Mental Health Nurse**, you would work within the framework of a treatment team providing nursing services to individuals diagnosed with mental illness, alcoholism or substance abuse, mental retardation or developmental disabilities, and their caretakers/families. You would visit the individual's home to identify factors in the social, psychological, and physical environment which may contribute to this individual's disability; make recommendations for emergency or continuing care; suggest alternative treatment plans; teach caretakers/family methods of dealing with emergencies; and provide advice on the availability of medical, social, and housing facilities for the individual in the community. You would intervene in crisis situations and administer emergency treatment; engage in treatment modalities such as health teaching, individual and group psychotherapy, family therapy, or milieu therapy as appropriate; work with appropriate community agencies as necessary and ensure a coordinated team treatment plan. You might supervise and counsel paraprofessional and professional personnel in community mental health activities and participate in the staff development and teaching program of the facility.

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 training and experience. 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.

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:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; 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.

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.