



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
20-911 Health Care Surveyor 2 (Nursing)	19	\$54,045	\$68,637

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.

Beginning salaries in the New York City metropolitan area have been adjusted as follows. Five boroughs of New York City and Nassau and Suffolk Counties: \$65,656, Westchester County: \$62,297.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must be licensed and currently registered to practice nursing in New York State AND have three years of post-licensure professional nursing experience, at least two of which must have been professional clinical nursing experience in a licensed health care facility.

For the purpose of this examination, qualifying health facilities and programs include hospitals, nursing homes, adult homes, ambulatory care facilities, managed care organizations, psychiatric centers, diagnostic and treatment clinics, home health agencies, assisted living facilities, hospice, renal dialysis units, alcoholism and substance abuse treatment facilities, developmental centers and community-based programs for the mentally ill and developmentally disabled. Experience as an RN in a private doctor's office or group practice, or as a school nurse is NOT considered qualifying for the purpose of this examination.

Substitution: A bachelor's or master's degree in Nursing can be substituted for the one year of required general nursing experience.

Requirement for continued employment: Possession of a license and current registration to practice as a professional nurse in New York State is necessary for continued employment. Loss of licensure or registration will result in action being taken to remove you from the position. For information on licensure to practice as a registered nurse in New York State write to the NYS Office of the Professions, State Education Building, 89 Washington Avenue, Albany, NY 12234 or call (518) 474-3817 or e-mail op4info@mail.nysed.gov.

The Federal Centers for Medicare and Medicaid Services (CMS) mandates that all surveyors successfully complete, within the first 12 months of employment, Basic Survey or training including all course prerequisites, and for surveyors of nursing facilities, the Surveyor Minimum Qualifications Test (SMQT). Candidates must be aware that in addition to passing this State examination for employment, to retain certain positions they must also be certified through the Federal training and SMQT process.

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. Your degree must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree 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 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.
4. **Travel requirements:** These positions require field work. At the time of the employment interview, candidates will be required to demonstrate their ability to meet the transportation needs involved in carrying out the work responsibilities of the position.
5. Conducting surveys and complaint investigations and activities such as disaster preparedness and labor strike monitoring may require extensive overtime and off-hour work.
6. On occasion it may be necessary to provide on-site assistance in geographic locations serviced by other regional offices.
7. Appointment to certain positions may involve potential exposure to infectious agents and may require employee participation in certain periodic screening and/or immunization programs.

THE POSITIONS: These positions exist in the New York State Department of Health and Office of the Medicaid Inspector General and are located in Albany, Buffalo, Central Islip, New Rochelle, New York City, Rochester, and Syracuse.

DUTIES: As a **Health Care Surveyor 2 (Nursing)**, you would be responsible for the surveillance and regulation of health care providers to ensure that care provided meets standards of practice and complies with State and Federal statutes and regulations. You may be involved in activities such as: serving as a member of a survey or investigative team; investigating patient complaints and other complaints concerning facilities, individuals and health care professionals including conducting interviews of patients, family members and health care professionals; making prior approval determinations and claims review for Medicaid recipients; reviewing medical records for Medicaid audit and quality assurance purposes; reviewing quality assurance and discharge planning efforts; investigating possible physician or physician assistant misconduct; and monitoring disciplined physicians' and physician assistants' compliance with Board of Professional Medical Conduct orders. In the event of a health care emergency (e.g., a strike or disaster), you may be assigned to monitor patient care. In addition, you would be expected to write clear and concise reports using agency software; be prepared to testify regarding your findings; utilize computer systems to evaluate medical data; and identify patterns of questionable practice. **Extensive travel may be required** (see Note 4). For additional information regarding these positions see Notes 5-7.

SUBJECT OF EXAMINATION: There will be no written test. The test will consist of an evaluation of your **education and experience**. Furnish complete information on your examination application NYS-APP form to show that you meet the minimum qualifications. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form.

If you meet the Minimum Qualifications you will be sent a supplemental questionnaire to complete and return. The questionnaire will be used to evaluate the appropriateness and breadth of your education and experience against the general background/critical activities of the position. This questionnaire will be the only basis for rating your education and experience.

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-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 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: New York State Department of Health, Bureau of Personnel Management, Corning Tower, Room 2217, Albany, New York 12237.

The NYS Department of Health and Office of the Medicaid Inspector General have an ongoing need for persons qualified for appointment to these positions and will accept applications at any time and rate applications whenever additional eligibles are needed. It is anticipated that the examinations will be held on a periodic basis throughout the year. For the testing schedule and other information about this examination, write to the NYS Department of Health at Bureau of Personnel Management, Corning Tower, Room 2217, Albany, NY 12237 or call (518) 486-1812.

RETEST POLICY: Qualified candidates may file as frequently as every 12 months, but a new application is required each time.

ADDITIONAL INFORMATION

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, 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.