



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

**APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY**

Examination No. & Title	Salary Grade
<b>20-969 HEALTH SYSTEMS MANAGEMENT PROGRAM NURSE SERIES</b>	
<b>Community Nursing Services Consultant (Home Health Services)</b>	<b>22</b>
<b>Hospital Nursing Services Consultant</b>	<b>22</b>

Location	Beginning Salary (including enhancements)
<i>New York City and Long Island</i>	\$72,012
<i>Westchester County</i>	\$68,747
<i>Rockland County</i>	\$66,067
<i>Dutchess, Orange, and Putnum Counties</i>	\$64,554
<i>Rest of New York State</i>	\$63,041

**NO APPLICATION PROCESSING FEE REQUIRED**

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application, you must have a current license and be a registered professional nurse in New York State.

**In addition:** You must have a minimum of five years of post licensure health care, public health, community health, or other nursing experience in an appropriate facility setting as defined below. Three years of this experience must have been providing direct patient care in a licensed health care facility, and two years of this experience must have been in nursing supervision, or working in the capacity of a nurse administrator as defined below.

**FOR THE PURPOSE OF THIS EXAMINATION:**

1. Qualifying experience includes nursing experience in the following health care or medical settings: facility or entity licensed and regulated by a state government entity; facility for the mentally disabled as defined by New York State Mental Hygiene Law; health care facility under the jurisdiction of the federal government (e.g., VA/military hospitals); or an agency involved in the regulation or accreditation of health care facilities or agencies (e.g., state departments of health, HCFA, JCAHO). A medical facility for the purpose of this examination includes general or governmental hospitals and hospital clinics; nursing homes; diagnostic and treatment centers; licensed ambulatory surgery centers; assisted living facilities, adult care residential facilities, rehabilitation facilities, including intermediate care facilities for developmentally disabled; hospice agencies and units; home health care agencies; end-stage renal disease clinics; health maintenance organization; and psychiatric hospitals.
2. Experience in nursing supervision is defined as responsibility for the oversight and supervision of nursing staff and responsibility:
  - a. as a Unit Nurse Manager; or
  - b. for facility or agency-wide services or programs (examples include Quality Assurance, Risk Management, Infection Control); or
  - c. for integrating the activities of individual staff into a team initiative to evaluate, assess and assure adherence to appropriate standards and policies (oversight of one or more interdisciplinary teams is required); or
  - d. for supervisory/administrative responsibility for the coordination of utilization reviews for third-party payers or their designees (individual experience as a reviewer will not be deemed qualifying).

In all of the above, experience must include ensuring appropriate staffing patterns; establishing work schedules; providing guidance, direction, training, and preparing performance evaluations for subordinate staff.
3. Experience in nursing administration is defined as responsibility for establishing policies and procedures in a setting defined in 1 above.
4. Experience in a physician's office, or in a correctional facility, or as a school nurse is not qualifying.

**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 or college credit 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 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.
4. There is no processing fee for this examination.
5. **TRAVEL REQUIREMENTS:** Many of these positions are field positions that require extensive travel. On occasion it may be necessary to provide on-site assistance in geographic locations served by other regional offices. At the time of interview candidates will be required to demonstrate their ability to meet the transportation needs involved in carrying out their work responsibilities. Conducting surveys and investigations, and activities such as disaster preparedness and strike monitoring may require extensive overtime and off-hour work.
6. The Omnibus Budget Reconciliation Act of 1987 mandates that surveyors of health facilities complete a training and testing program. The U.S. Department of Health and Human Services has developed the Surveyor Minimum Qualifications Tests (SMQT) in response to this mandate. Candidates must be aware that, in addition to passing this examination for employment, to retain certain positions they must also be certified through an appropriate SMQT process.
7. Appointments to certain positions may involve potential exposure to infectious agents and, as such, may require employee participation in certain periodic screening and/or immunization programs.
8. 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 termination or suspension of your employment.
9. For information on licensure to practice as a registered professional nurse in New York State, write to the New York State Education Department, Nursing Processing Unit, Division of Professional Licensing Services, Cultural Education Center, Albany, NY 12230, OR call 518-474-3817, OR visit their website at: [www.op.nysed.gov/prof/nurse](http://www.op.nysed.gov/prof/nurse).

**THE POSITIONS:** These positions exist with the New York State Department of Health's Office of Health Systems Management in New York City and in Albany, Erie, Monroe, Nassau, Onondaga, Rensselaer, and Westchester Counties. Additional positions also exist with the Office of the Medicaid Inspector General in New York City and in Albany, Erie, and Monroe Counties.

**DUTIES:** As a **Health Systems Management Program Nurse**, you would participate in a range of activities which might include conducting or participating in investigations or on-site surveys of health care settings to determine their level of compliance with federal and state rules and regulations; monitoring program grants; participating in general assessment, planning, development, and implementation of health care programs; evaluating the appropriateness of medical services for reimbursement purposes; conducting audits of Medicaid providers and investigating Medicaid fraud and abuse of providers and beneficiaries; serving as a nursing services expert; testifying as an expert witness in litigation proceedings; interpreting policies, rules, and regulations; and representing the Department at meetings and public forums. You may serve as part of a survey team and may be responsible for the facilitation of team operations.

**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 level, length, and relevance of your education and experience against the general background and 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-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 [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:

- NYS Department of Health, Bureau of Personnel Management, Room 2217, Corning Tower, Empire State Plaza, Albany, NY 12237.

The NYS Department of Health and the 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 will rate applications whenever additional eligibles are needed. It is anticipated that the examinations will be held on a periodic basis throughout the year. For information about this examination, write to the NYS Department of Health, Bureau of Personnel Management, Room 2217, Corning Tower, Empire State Plaza, 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.

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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 Test Administration 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.