TENTATIVE

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES

Promotion Examination Open To State Employees

APPLICATIONS ACCEPTED CONTINUOUSLY
TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary
30-053 Supervising Licensed Practical Nurse	**13**	**$35,992**

ONLINE APPLICATION PROCESS AVAILABLE *at* *http://www.cs.state.ny.us/exams*

OPEN TO ALL QUALIFIED EMPLOYEES OF THE NEW YORK STATE DEPARTMENT OF HEALTH

Beginning salaries in the Metropolitan New York City area have been adjusted to the following: New York City and County of Westchester - $39,294.

MINIMUM QUALIFICATIONS TO PARTICIPATE IN THIS EXAMINATION: On or before the date of filing your application, you must be a qualified employee of the State of New York Department of Health and have had one year of permanent competitive or 55-b/55-c service as a Licensed Practical Nurse and be licensed and currently registered as a Licensed Practical Nurse in New York State.

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 of the position. In addition to the Promotion Application Card (XD-5), you will be asked to complete a supplemental questionnaire. This questionnaire will be the only basis for rating your education and experience. Final scores will be based on the rating received in the evaluation. Vagueness and omissions will not be decided in your favor. Do not submit transcripts or resumes.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime veterans' credits to your final passing score.

CREDIT FOR SENIORITY: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

LICENSURE REQUIREMENTS: Continued employment as a Supervising Licensed Practical Nurse is dependent upon continuous licensure and registration as a Licensed Practical Nurse in New York State. Loss of licensure will result in removal from employment.

HOW TO APPLY:

- Online – Our Internet address is http://www.cs.state.ny.us/exams; or
- Download the XD-5 Promotion Application at http://www.cs.state.ny.us/announ/applications.cfm; or
- Email examinfo@cs.state.ny.us to request XD-5 Promotion Application; or
- Obtain XD-5 Promotion Application from a State agency or facility personnel/business office; or
- Request XD-5 Promotion Application 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:

- Human Resources Department, New York State Veterans' Home at Oxford, Oxford, New York 13830; New York State Veterans' Home at St. Albans, 178-50 Linden Blvd., Jamaica, New York 11434; New York State Veterans' Home at Batavia, 220 Richmond Avenue, Batavia, New York 14020 or New York State Veterans' Home at Montrose, P.O. Box 188, Route 9A, Montrose, New York 10548.

The NYS Department of Health's Veterans' Homes 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 the testing schedule and other information about this examination, write to the Human Resources Offices of the New York State Veterans' Homes.

ELIGIBLE LIST: 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 for the test. The names of qualified candidates will remain on the eligible list for two years.

RETEST POLICY: If your application is disapproved for this examination, you may file again as soon as you meet the announced minimum qualifications. Qualified candidates may reapply on an annual basis, but a new application is required each time.

ADDITIONAL NURSING POSITIONS IN NEW YORK STATE: You may also be interested in New York State examinations for other nursing positions. For more information you may call the Exam Information Desk at (518) 457-2487 or access our website at http://www.cs.state.ny.us/jobseeker/nurse.cfm.

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.

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.

ELIGIBILITY FOR EXAMINATION: To be eligible to compete in this examination, you must be employed in the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion. You should contact your personnel office if you have questions about being a "qualified employee of New York State."

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.