



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



PUBLIC HEALTH NURSE
Training and Experience
Examination

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

VACANCIES: This eligible list will be used to fill vacancies as they occur in Seneca County.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of application. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of application and are residents of such municipality at the time of appointment.

SALARY: Determined by CSEA contract

MINIMUM QUALIFICATIONS:

A Baccalaureate degree in nursing from a regionally accredited or New York State registered four year college or university; **AND**

Licensure and current registration to practice as a Registered Professional Nurse in New York State, **AND**

One (1) year of paid nursing experience. (Experience in a clinic or community practice setting is preferred).

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

APPLICATION FEE: A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. **The required fee must accompany your online application.**

Examination To Be Held:

CONTINUOUSLY

Applications Accepted:

CONTINUOUSLY

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Incumbents will be required to possess a valid, appropriate level New York State driver's license at time of appointment, and maintain this license throughout the tenure of employment in the position.

Must be able to be fitted and wear NIOSH 95 mask.

ESSENTIAL DUTIES:

- Identifies the health status of those served and their related determinants of health, and uses this knowledge to educate, inform and make referrals as appropriate.
- Conveys public health information in writing and orally, in person and through electronic means, with linguistic and cultural proficiency in the appropriate format and health literacy level of the population served;
- Teaches classes, addresses groups and participates in community planning related to nursing and health
- Develops demographic, statistical, programatic and scientific presentations, brochures, and products
- Assists in the assessment of the health of the community; promotes the wellness of the individual, family, and community; participates in audits, process improvement, and quality assurance/improvement programs
- Collaborates with community partners to promote the health of the population
- Participates and/or leads program planning, implementation and evaluation
- Compiles and uses records, reports and statistical information for evaluation and planning of the assigned program
- Aids in the prevention and control of communicable diseases through education and epidemiological investigations and performs case follow-up
- Completes and maintains activity records, patient files, and program records in compliance with Nursing Standards, Grant requirements, and NYSDOH regulations
- Participates in immunization programs; participates in quality assessment and feedback activities to raise immunization coverage levels, facilitate provider education programs to maximize office-based immunizations
- Participates in emergency preparedness planning and response efforts

KEY COMPETENCIES:

This position is aligned with current Core Competencies for Public Health Professionals published by The Council on Linkages between Academia and Public Health Practice.

Analysis/Assessment Skills

- Participates in community assessment; can distinguish between quantitative and qualitative data; understands incidence and prevalence, knows how to access basic public health data and information.
- Identifies the health status of populations and their related determinants of health and illness.
- Participates in the analysis of data to identify trends, health problems, environmental health hazards, and social or economic conditions that adversely affect the public's health
- Adheres to ethical principles in the collection, maintenance, use, and dissemination of data and information.

Policy Development/Program Planning Skills

- Understands how policy options can influence public health programs.
- Collaborates in the development, implementation and evaluation of evidence-based public health nursing practices and programs with team members and partnering agencies.
- Applies strategies for continuous individual and departmental performance management and quality improvement.

Communication and Cultural Competency Skills:

- Delivers linguistically and culturally appropriate information to target audiences including individuals, population groups, policy makers and governing bodies, using a variety of approaches.
- Appropriately solicits community-based input from individuals and organizations.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

Community Dimensions of Practice Skills:

- Maintains partnerships with key stakeholders and collaborates with community partners to promote the health of the population.
- Gathers input from the community to inform the development of public health policy and programs and informs the public regarding policies, programs and resources.

Public Health Science Skills:

- Applies basic public health sciences (biostatistics, epidemiology, environmental health, social and behavioral health) to public health policy development and programs.
- Retrieves scientific evidence from text and electronic sources
- Knowledgeable regarding public health laws, regulations and policies.

Financial Planning and Management Skills:

- Adheres to the organization's policies and procedures, and participates in activities which contribute to the development of budget priorities and the efficient use of resources.
- Participates in the reporting of program performance.

Leadership and Systems Thinking Skills:

- Demonstrates knowledge of applicable nursing techniques and nursing practice.
- Adheres to applicable Occupational Safety and Health Administration standards.
- Contributes to a work environment where performance management and continuous quality improvement exists.
- Uses individual, team and organizational learning opportunities for personal and professional development and contributes to the growth of coworkers.

SUBJECT OF EXAMINATION:

The evaluation of training and experience is designed to assess your education and experience as they relate to the duties of the job title. Candidates who meet the minimum qualifications will be rated based on their training and experience against the background of the position. Only candidates who meet the minimum qualifications will be rated.

Please prepare a summary of your education and training for this position. Show all relevant, formal, college-level coursework including name and address of the institution, dates of attendance, field of study, degrees or certificates received, if appropriate, and number of semester hours completed in each subject area. Show relevant institutes, seminars, conferences, symposia, and in-service education workshops, including the dates of attendance, hours of training received, and certificates received, if any.

For each relevant position you have held, identify the name and address of your employer, name and title of your supervisor, your title and final average salary, the dates of your employment, (including month and year), whether the position was full or part time and the number of hours worked per week. Then describe your main duties and responsibilities and indicate the percent of time spent in each work activity. Be sure to include a complete description of your activities in the areas of health-related social work.

Identify and provide documentation for professional licensure granted by New York State and/or national professional organizations.

Be as specific and concrete as possible. Ambiguity and vagueness will not be resolved in your favor. Additional information concerning a candidate's training and experience will not be accepted after the application has been rated.

ELIGIBLE LISTS:

Successful candidates will have their names placed on the eligible list in order of final score, regardless of the date on which they took the test. The names of qualified candidates will remain on the eligible list for one year.

The Seneca County Personnel Office reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.

VETERANS CREDITS:

Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE:

A fee of \$10.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application.

APPLICATION FEE WAIVER:

A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

NOTE: Religious Accommodations, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
2. Notify this agency immediately of any change of address. When writing give the title of examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification.
4. Applicants must answer every question on the application and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
5. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
6. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
7. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

If you are unable to apply online,
Applications May Be Obtained From and Returned To:
Seneca County Personnel Office,
1 Di Pronio Drive, Waterloo, NY 13165

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If you are unable to apply online, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Finance Department along with the application, and write the examination number(s) and your Social Security Number on your check or money order. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee will not be processed for this examination.**

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