

# OSWEGO COUNTY



**HUMAN RESOURCES DEPARTMENT**  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
PHONE: (315) 349-8209 + FAX: (315) 349-8254  
[oswegocounty.com/humanresources](http://oswegocounty.com/humanresources)

## EXAMINATION ANNOUNCEMENT

### PUBLIC HEALTH NURSE

**EXAMINATION NUMBER:** 10019 (Open to the Public)  
**EXAMINATION DATE:** EXAMINATION HELD PERIODICALLY  
**LAST FILING DATE:** APPLICATIONS ACCEPTED CONTINUOUSLY

**PAY RATE:** \$25.76 per hour.

**JOB DESCRIPTION:** This is a professional nursing position involving responsibility for performing routine and complex nursing functions with individuals and families in the home, clinics, or Public Safety Center in accordance with the planned programs and standards of the Oswego County Public Health Department or Sheriff's Department. Incumbent independently performs public health nursing activities including assessment of patient health care needs, development and implementation of nursing care plans, and the conduct of community health intervention programs, such as immunization and health clinics. The work is distinguished by the responsibility for supervision of Registered Professional Nurses and other staff assigned to develop and implement plans of care for preventive health and the treatment of the acutely and chronically ill. General supervision is received from a Supervising Public Health Nurse, or higher level employee, with wide leeway allowed for the use of independent judgment in assessing patients' needs and implementing care plans. The incumbent does related work as required.

**RESIDENCY REQUIREMENTS:** There are no residency requirements for this exam, however, preference in appointment may be given to candidates who are legal residents of Oswego County at time of exam.

#### **MINIMUM QUALIFICATIONS:**

Education, specialized background, training and experience.

Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in nursing and possession of a current valid license and registration to practice as a Registered Professional Nurse in New York State.

**SPECIAL REQUIREMENT:** Must have transportation available to perform the duties of the position. The minimum qualifications for Public Health Positions are mandated under New York State Health Codes, Rules and Regulations (NYCRR) Title 10, Part 11.

**NOTE:** Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

**SCOPE OF THE EXAM:** There is no written exam for Public Health Nurse. The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your **summary of training** include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your **summary of experience**, you must specify your dates of employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will **not** be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**VACANCIES:** The eligible list resulting from this exam will be used to fill existing vacancies and all future vacancies as they occur.

**ILLUSTRATIVE DUTIES:**

- Gives skilled nursing care and prescribed treatments to patients;
- Demonstrates nursing care to patients and families;
- May lead a team of peers and subordinates providing nursing care and evaluate the effectiveness of team activities;
- May provide for the continuity of patient care by referring hospital and clinic patients to appropriate community agencies;
- Coordinates plans for service with Registered Professional Nurses, nutritionists, social workers, therapists, physicians, and other professional workers concerned with individual and family health care;
- Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional, and environmental health problems;
- Provides nursing services in a variety of community settings such as clinics, schools, and correctional facility;
- Teaches classes, addresses groups, and participates in community education and planning related to nursing and health;
- Participates in the conduct of surveys and studies related to health matters;
- Compiles and uses records, reports, and statistical information for evaluation and planning of the assigned programs;
- Attends in-service training to keep abreast of latest nursing techniques and procedures and orients new nursing staff regarding agency objectives;
- Supervises, directs, and evaluates the work of Registered Professional Nurses, Licensed Practical Nurses, Home Health Aides, and support staff;
- Conducts epidemiological activities associated with limiting and studying communicable diseases and works with patients toward prevention.

**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 Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**APPLICATION DEADLINE POLICY:** Application/exam fee must be submitted to the Oswego County Human Resources Department before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 5:00 p.m. on the last file date or they will not be accepted.

**ELIGIBLE LISTS:** Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for one (1) year.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: October 23, 2018  
Carol N. Alnutt  
Director of Human Resources

**GENERAL INSTRUCTIONS**

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
6. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
7. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
8. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
9. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
10. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
11. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
12. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
13. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
14. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
15. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.