

OSWEGO COUNTY



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

EXAMINATION ANNOUNCEMENT

SENIOR LICENSED PRACTICAL NURSE

EXAMINATION NUMBER: 18001 (Open to the Public)
18002 (Promotional – County Employees Only)

LAST FILING DATE: Wednesday, July 18, 2018 (Applications will **NOT** be accepted after this date)

EXAM FEE: \$20.00 (CHECK OR MONEY ORDER ONLY) (FEE IS NON-REFUNDABLE)
\$10.00 (Oswego County CSEA - CO-OP employees ONLY)

PAY RATE: \$18.91 per hour. Promoted County employees will receive a salary adjustment per the County of Oswego Office Personnel Unit Agreement.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam.

VACANCIES: A promotional examination for this title will be held at the same time as the open-competitive exam. The list resulting from the promotional exam will be certified prior to the open-competitive list when filling vacancies.

PROMOTIONAL QUALIFICATIONS: Candidates must have 24 months of permanent, continuous, civil service status as a Licensed Practical Nurse in the Oswego County Health Department immediately preceding the date of the exam.

OPEN-COMPETITIVE MINIMUM QUALIFICATIONS:
Education, specialized background, training and experience.

Current valid license to practice as a Licensed Practical Nurse in NYS and two (2) years of nursing experience in a hospital, health related facility, community/home health agency or a skilled nursing facility.

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.

JOB DESCRIPTION: This position involves responsibility for the routine care and treatment of patients in the home, clinics, or Correctional Facility in accordance with programs and standards of the Oswego County Public Health Department or Sheriff's Department. Under the general supervision of professional nursing staff, incumbent provides general nursing care for preventive health and/or convalescent and chronically ill patients following a detailed and well-defined care plan. Supervision may be exercised over the work of Licensed Practical Nurses and other support staff. Due to the nature of assignments performed in the home or Correctional Facility, employee has leeway for the exercise of independent judgment. The incumbent does related work as required.

SCOPE OF THE WRITTEN EXAM: There is no written exam for Senior Licensed Practical 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.

ILLUSTRATIVE DUTIES:

- Assists professional nursing staff with preparation, implementation, and continuing evaluation of the nursing care plan;
- Observes, records, and reports progress or any change in patient's condition;
- Carries out routine and complex therapeutic treatments, independently or under supervision, such as, assisting in administering medications, changing dressings and catheters, and using medical equipment for patient care;
- Assists with the rehabilitation of patients in accordance with the nursing care plan, such as assisting the patient with ambulation, assisting the patient with normal range of joint motion, and applying the principles of good body mechanics and body alignment;
- Assists with variety of clinics, provided to the public, such as HIV, STD, etc.;
- Prepares and administers immunizations at various clinics;
- Prepares and maintains essential nursing care records and reports.

Public Health:

- Maintains trends of healthcare acquired infections to help identify potential and actual outbreaks;
- Reads and interprets lab data and medical records and prepares monthly reports;
- Provides educational programs regarding infection control and outbreak prevention practices;
- Assists in the development and review of infection control policies and procedures;
- Participates in department and community wide disease prevention activities.

Correctional Facility:

- Assists in daily sick calls and intake physicals;
- Coordinates all paperwork, medicals and other special needs for inmate transports to State prison and other facilities;
- Coordinates all paperwork with hospitals and doctor's offices for POMCO billing;
- Orders all office supplies, medical ordering and returns;
- Disposes of and arranges for pickup of hazardous waste;
- Transports lab work to hospital and picks up orders at pharmacy;
- Schedules outside medical, dental, etc. appointments of inmates and coordinates medical passes and yearly flu shots;
- Arranges for health or mental health referral services for inmates;
- Maintains records for lab work, recreational restrictions, medical sheets, and doctor's orders.

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>.

EXAM FEES: A non-refundable fee of \$20.00/\$10.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the “Application for Exam or Employment” for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. 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. No refunds will be made to applicants who are disqualified, fail to appear, or if application is received after the last file date.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department before the close of business at 4:00 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 4:00 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: June 27, 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 CITI: 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 CITI 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.