

# OSWEGO COUNTY



DEPARTMENT OF PERSONNEL  
46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
PHONE: (315) 349-8367 + FAX: (315) 349-8254  
oswegocounty.com/personnel

## EXAMINATION ANNOUNCEMENT

### PUBLIC HEALTH NURSE

**EXAMINATION NUMBER:** 10009 (Open to the Public)  
**EXAMINATION DATE:** Examinations held periodically  
**LAST FILING DATE:** Applications accepted continuously

**2009 PAY RATE:** County hourly rate: \$22.64 per hour.

**POSITION 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 standard of the Oswego County Public Health Department or Sheriff's Department.

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

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in nursing **and** one year of professional acute care nursing experience.

**SPECIAL REQUIREMENT:** Possession of a license and current registration to practice as a Registered Professional Nurse in New York State. **Note:** 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 Rules and Regulations NYCRR Title 10.

**SUBJECTS OF EXAMINATION:** 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 in their homes and clinics and demonstrates nursing care to patients and families;
- May lead a team of peers and subordinates providing nursing care and evaluates the effectiveness of team activities;
- May perform duties such as pediatric nurse practitioner;
- May provide for the continuity of patient care by promoting referral of hospital and clinic patients to appropriate community agencies;
- Coordinates plans for service with nutritionists, social workers, physical 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 and schools;
- 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;
- May supervise Home Health Aides;
- Conducts epidemiological activities associated with limiting and studying communicable diseases and works with the patients toward prevention.

**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.

**APPLICATION DEADLINE POLICY:** Application/exam fee must be submitted to the Oswego County Department of Personnel 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 or via facsimile after the last file date will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: September 2009  
Carol N. Alnutt  
Director of Personnel

**GENERAL INSTRUCTIONS**

1. Applications and additional information is available at the Department of Personnel, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8367, or on the web at <http://www.oswegocounty.com/personnel>.
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 Department of Personnel.
7. Military Service members on active duty on the exam date may request a military makeup exam, call (315) 349-8367. 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 Personnel Officer 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.