



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A PROMOTIONAL TRAINING & EXPERIENCE EXAMINATION FOR:

Title: Supervising Public Health Nurse  
(Dutchess County Office for the Aging)

Number: 72017D

Salary: \$66,045-80,469 – Dutchess County (2016 Salary)

Date of Examination: 12/12/2017  
Applications Accepted Until: 12/12/2017  
Applications postmarked 12/12/2017 will be accepted.  
Applications accepted until 4:30 p.m. Monday through Friday.

**Administration of an exam does not imply a vacancy exists.**

**A \$15.00 fee and examination application is required for each separately numbered examination:** Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

**NOTE:** When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

**VACANCY:** The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Office for the Aging.

**NOTE:** An Open Competitive examination is being given in conjunction with this Promotion examination. The Promotion eligible list will be certified FIRST.

**QUALIFYING EXPERIENCE:** Candidates must possess six (6) months of permanent competitive class status in the Dutchess County Office for the Aging immediately preceding December 12, 2017, **AND** must meet the following requirements:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master’s degree in Nursing and one year of experience as a Public Health Nurse;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree in Nursing (where the program has been approved by the New York State Department of Health), and two years of experience as a Public Health Nurse;
- OR: (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor’s degree in Nursing (where the program has not been approved by the New York State Department of Health but which has been supplemented by content which equates to an approved program), and two years of experience as a Public Health Nurse;
- OR: (D) An equivalent combination of the education, training and experience between the limits of (A) and (C) above.

**SPECIAL REQUIREMENTS:**

1. Eligibility for a New York State Registered Professional Nurse’s license at time of application. Possession of said license at time of appointment.
2. Eligibility for a New York State Motor Vehicle Operator’s license at time of application. Possession of said license at time of appointment.

**DUTIES:** This is a professional supervisory position involving the administration of a public health nursing program in a geographical or functional area in the Office for the Aging.

**EXAMPLES OF WORK (Illustrative Only):** Assists in planning, implementing, coordinating and evaluating the nursing program within the agency; supervises nursing practice to ensure a high quality of professional service and maintenance of agency standards; reviews nursing care records and reports; provides consultation on difficult patient assignments and care plans; schedules and reassigns nursing staff to maintain complete coverage; assists in planning and conducting educational programs for nursing and other staff; may participate in surveys, studies and research in the field of public health; may provide on call supervision; may be required to participate in public health preparedness activities.

**SUBJECT OF EXAMINATION:**

There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position.

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 the dates of your 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.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

APPLY ONLINE AT WWW.DUTCHESSNY.GOV

\*\*\*\*\*IMPORTANT  
No. 2017-00000132

SEE REVERSE

IMPORTANT\*\*\*\*\*  
ISSUED: 11/22/2017

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT**  
**[www.dutchessny.gov](http://www.dutchessny.gov) or [www.co.dutchess.ny.us](http://www.co.dutchess.ny.us)**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

**SENIORITY** shall be computed from the date of original permanent appointment in the classified service.  
One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----	0 points	Over 11 years up to 16 years-----	3 points
1 year up to 6 years-----	1 point	Over 16 years up to 21 years-----	4 points
Over 6 years up to 11 years-----	2 points	Over 21 years up to 26 years-----	5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

**GENERAL INFORMATION - PROMOTIONS**

The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

**RETURNED CHECK FEE:** A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

**FINGERPRINTING:** An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

**WEATHER**

In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNY	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

**ALTERNATE TEST DATES** may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

**RELIGIOUS ACCOMMODATION:** – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

**SPECIAL ACCOMMODATION:** If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

**VETERANS:** Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

**CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

**ADMISSION TO EXAMINATION:** Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

**If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.**

**CHANGE OF ADDRESS:** Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

**RESIDENCE PREFERENCE:** Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

**MULTIPLE EXAMINATIONS:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site **no later than two weeks before the test date**. Call 845-486-2169 for further information regarding multiple examinations on the same date.

**NOTE:** 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 the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**APPLICATIONS:** May be obtained online at [www.dutchessny.gov](http://www.dutchessny.gov), by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

**"HOW TO TAKE A WRITTEN TEST"** and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).