

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Personnel Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** COMMUNITY HEALTH NURSE

**EXAM NO:** 10165

**TYPE OF EMPLOYMENT:** Full-time and Part-time

**ISSUE DATE:** 07/15/13

**THE FINAL DATE TO FILE APPLICATIONS:** 05/30/14

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 05/31/14

**RESIDENCY WAIVED**

Exam Number: 10165

### **LOCATION OF POSITIONS/VACANCIES:**

The eligible list resulting from this continuous recruitment, training and experience examination may be used to fill all appropriate full-time, part-time, and/or temporary Community Health Nurse vacancies that occur in the Tompkins County Health Department. Candidates will be limited to one year of eligibility on the list.

### **MINIMUM QUALIFICATIONS:**

- (a) A Bachelors Degree in nursing from an approved program **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) nursing experience in a hospital, health related facility, community/home health agency or skilled nursing facility; **OR**
- (b) A Bachelor's degree in nursing from a non-approved program supplemented by content that can be equated to the approved program **AND** one full year of full time paid (or the equivalent part-time and/or volunteer) nursing experience in a hospital, health related facility, community/home health agency or skilled-nursing facility; **OR**
- (c) RN with an Associates Degree or a Diploma Degree in Nursing **AND** two years' experience as a registered nurse in a hospital, health-related or skilled-nursing facility, or community/home health agency.

**NOTE: The definition of "health related" may include nursing experience in an appropriate physician's office or clinic at the discretion of the Commissioner of Personnel in consultation with the Public Health Director.**

### **SPECIAL REQUIREMENT:**

1. All applicants must be eligible for a New York State Registered Professional Nurse's license at the time of application and be in possession of such license and current registration at the time of appointment.

2. All applicants must possess a New York State Driver's License at the time of appointment and maintain such license for the duration of employment.
3. All applicants must possess CPR certification (American Red Cross or American Heart Association) at the time of appointment.
4. All applicants must demonstrate completion of coursework or training in infection control approved by the NYS Department of Health and the NYS Education Department by providing a valid certificate at the time of appointment.

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional nursing position involving responsibility for performing community health nursing activities in the assessment of health needs and development of plans for individuals and families. Community Health Nurses have the responsibility for the initial implementation of nursing care plans, for the provision of nursing care and for the periodic re-evaluation of individual and family nursing needs. Supervision may be exercised over Licensed Practical Nurses, Home Health Aides, and other subordinate staff. General supervision is received from a Supervising Community Health Nurse or other high level nursing personnel. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

Performs skilled observations and assessments and develops patient care plans; Provides critical decision making in response to frequent immediate, unexpected health and interpersonal situations; Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families, teaches treatments, health practices, nutrition, medication, and safety; Provides case management requiring knowledge of family resources and community services; Assists in billing procedures; Provides developmental screenings of "at risk" infants and young children, with appropriate evaluations and follow-up; Provides for the continuity of patient care by promoting referral of hospital and clinic patients to appropriate community resources; 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 emotional, physical and environmental health problems; Teaches classes, addresses groups, and participates in community 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; Teaches, supervises Home Health Aide, LPNs and other subordinate staff; Assists with setting up and dismantling health clinics.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of community health nursing practices; Thorough knowledge of appropriate administration of various immunizations; Working knowledge of problems regarding high risk and premature infants; Working knowledge of normal/abnormal pediatric growth and development, nutrition and family dynamics; Working knowledge of the community agencies. Skill in the application of current nursing practices and techniques of patient care; Ability to maintain autonomy while working with families in the field; Ability to plan and coordinate nursing care for individuals, families, and groups and supervise health care personnel assigned to assist with this care; Ability to communicate effectively; Ability to establish and maintain cooperative working relationships; Ability to accept and utilize guidance; Ability to perform duties in accordance with American Nurses Association Code for Professional Nurses; Physical condition commensurate with the demands of the position.

\*Title change only, CCN I and CCN II titles were consolidated

#### **SCOPE OF THE EXAMINATION:**

There is no written or oral test for this examination. The only 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 (an original transcript is required), 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. Submission of a résumé does not relieve a candidate of his/her responsibility for properly completing the official Tompkins County Application for Examination/Employment. Candidates who fail to adequately complete the application will be disqualified.

**NOTE:** An original transcript must be submitted for this position.

**THE ELIGIBLE LIST:** The eligible list established for Community Health Nurse will be maintained on a continuing basis by conducting periodic examinations. Candidates who are successful will be inter-filed on the continuous recruitment eligible list for one year. Eligibles will be ranked in accordance with the score assigned to them based upon their training and experience and, in case of tie scores, by the date of testing and alphabetically.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Personnel at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Personnel Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

**CROSS-FILE - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Personnel Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

**BACKGROUND INVESTIGATION:** 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850