

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

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:** Registered Professional Nurse

**SALARY:** \$25.69 at hire automatically increasing to \$27.90 per hour after nine months of employment for County positions. Varies for other agencies.

**ISSUE DATE:** 05/01/15

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

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

Candidates who reply to this posting may be considered by any entity under the jurisdiction of Tompkins County Personnel. Any specific opportunities will be outlined below.

### **MINIMUM QUALIFICATIONS:**

License and current registration to practice as a Registered Professional Nurse in New York State.

### **SPECIAL REQUIREMENTS:**

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 application.
2. All applicants are required to possess a valid New York State Driver's at the time of application and maintain such license throughout the life of employment or otherwise demonstrate the ability to meet the transportation requirements of the job.

### **FOR REGISTERED PROFESSIONAL NURSES WHO PERFORM IMMUNIZATIONS/TECHNICAL HANDS-ON NURSING (i.e., Health Department and Nurses in the Jail at this time):**

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.

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

This is professional nursing work involving responsibility for providing skilled nursing care requiring substantial specialized judgment in accordance with a prescribed nursing care plan. The work is performed under the general supervision of a supervisory

level nurse or Public Health Nurse. In the Jail, general supervision is received from the Jail Physician for medical issues and from the jail Administrator for all administrative duties relating to the job. Supervision may be exercised over Licensed Practical Nurses, Hospital Aides and other subordinate staff. The incumbent will perform all related duties as required.

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

- Assesses patient nursing care needs and prepares, implements and evaluates the nursing care plan;
- Acts as case manager;
- Acts as a team leader over auxiliary health care staff;
- Gives skilled nursing care and prescribed treatments to patients and teaches nursing care to patients and families;
- Identifies physical and emotional illness of patients through observation and analysis of records;
- Coordinates plans for care with nutritionists, social workers, physical therapists, physicians and other professional health workers concerned with individual and family health care;
- Counsels and guides individuals and families in the prevention of illness and the attainment of maximum health;
- Instructs patient or family members in regard to patient's diet, medications, health habits, the carrying out of treatments at home and rehabilitation measures;
- Maintains essential nursing care records and reports.

#### **ADDITIONAL TYPICAL WORK ACTIVITIES AT THE TOMPKINS COUNTY JAIL:**

- Performs skilled observations and assessments and develops inmate care plans;
- Performs critical decision making in response to frequent immediate, unexpected health and interpersonal situations;
- Gives skilled nursing care and prescribed treatments to inmates in the jail and demonstrates nursing care to inmates and teaches treatments, health practices, nutrition, medication and safety;
- Prepares all inmates medications in proper dosage and monitors the dispensing of medication, also monitors compliance with special medical orders;
- Maintains strict inventory control procedures on all medications, syringes and other medical equipment;
- Orders supplies as needed for the medical operations within the jail; Coordinates plans for service with medical professionals as needed;
- Participates in the conduct of surveys and studies related to health matters;
- Works with jail administration to update all procedures relating to inmate medical care;
- Organizes communicable disease testing and follow up in collaboration with the Health Department; Audits medical bills to ensure proper billing techniques.
- Maintains detailed inmate records relating to all medical issues and concerns for inmates;
- Coordinates with doctor and jail administrator for a monthly medical meeting to discuss inmate cases as needed.

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

- Good knowledge of current professional nursing practices and techniques;
- Good knowledge of appropriate administration of various immunizations;
- Working knowledge of the relation of nursing techniques to medical and surgical practices;
- Working knowledge of medication, hospital dietetics, sanitation and personal hygiene;
- Working knowledge of community resources for continued care recommendations;
- Skills in the application of current nursing procedures and techniques;
- At the Jail – working knowledge of jail operations;
- Skill in the application of current nursing techniques;
- Ability to accept and utilize guidance from supervisory nursing staff;
- Ability to understand and carry out technical oral and written instructions;
- Ability to respond appropriately to emergency situations;
- Ability to get along with and communicate effectively with departmental staff, hospital staff, patients, clients, inmates and their families;
- Ability to supervise the work of health care staff;
- Ability to keep accurate records and make reports;
- Ability to make accurate observations;
- Ability to work independently;
- Emotional stability;
- Sympathetic attitude toward the sick
- The employee's physical condition shall be commensurate with the demands of the position.



## 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-FILING - 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.â

**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