

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

TITLE: Supervising School Nurse

SALARY: Hiring Range: \$44,200.00 - \$52,000.00 (rate is determined by individual candidate education and experience)

LOCATION: T-S-T BOCES School

TYPE OF EMPLOYMENT: Full time, 11-month. Provisional pending examination.

ISSUE DATE: 01/06/17

THE FINAL DATE TO FILE APPLICATIONS: 01/27/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 01/28/17

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:

There is currently one full-time 11-month Supervising School Nurse opportunity located at the T-S-T BOCES School. This is a new Nursing leadership position available as of 02/01/17. The appointment will be provisional pending the next examination. The rate of pay will be between \$44,200 and \$52,000 depending on the candidate's education and experience.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited and New York State Education Department approved nursing program or school which would qualify an individual to become licensed to serve as a Registered Professional Nurse in New York State **AND** two years of experience as a School Nurse **OR**
- (b) Graduation from a regionally accredited and New York State Education Department approved nursing program or school which would qualify an individual to become licensed to serve as a Registered Professional Nurse in New York State **AND** five years of experience as a Registered Professional Nurse elsewhere.
- (c) Any combination of education, training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State license and current registration to practice as a Registered Professional Nurse in New York State at the time of application and maintain such license and registration for the duration of employment.

NOTE: You must submit your license and registration along with your application in order to be considered. Given that this is a “Training and Experience” examination, you may get extra credit and a higher score for continuing education or education above the minimum.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional nursing leadership position responsible for managing the health services programs within a school district. The scope of the position is district-wide, and includes both the direct supervision and management of school nursing staff and licensed practical nurses (LPNs), as well as instructional leadership to Principals and Administrators regarding the provision of health services within their buildings and departments. The employee is responsible for ensuring implementation of updated New York State health service delivery mandates. This position differs from the certified position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of the Assigned Supervisor and the Program Director, with a high level of autonomy granted and substantial latitude given for the exercise of independent judgment and discretion. Supervision is exercised over the work of all health services staff. Guidance and mentoring is provided to principals and other administrative staff on health related topics and programs. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises School Nurses and School LPNs and assists them with any problems that may arise;
- Assists the School Physician in physical, visual and auditory screening examinations of students and employees;
- Administers first aid and emergency treatment to students and employees;
- Prepares and maintains health records for school authorities;
- Leads and assists at school immunization clinics;
- Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency.
- Inspects the school plant, playground and cafeteria and reports on general safety and sanitary conditions;
- Orders, inventories and oversees the storage of first aid and related health supplies and equipment;
- Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;
- Prepares records and reports as required;
- Guides and collaborates in the instructional leadership and mentoring of building principals and directors with respect to the supervision and delivery of health services in their buildings and departments;
- Guides and maintains the most updated information related to health and wellness by facilitating nurse's staff meetings and offering opportunities for continuing education, professional development and mentoring for school nurses, other district staff and students;
- Monitors compliance and completion of health related documentation, including Medicaid billing and annual reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application;
- Ability to manage and supervise nursing staff;
- Working knowledge of materia-medica, dietetics, sanitation and personal hygiene;
- Skill in the application of nursing techniques and practices;
- Ability to understand and follow technical, oral and written instructions;
- Ability to keep records and make reports;
- Ability to get along well with students, teachers, parents and others;
- Ability to carry out successfully the measures prescribed;
- Ability to plan and supervise the work of sub-professional and non-technical personnel;
- Good observation skills;
- Mental alertness;
- Firmness;
- Initiative;
- Cheerfulness;
- Patience;
- Emotional stability;
- Sympathetic attitude toward the sick;
- Good moral character;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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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-FILEING - 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