

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources 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:** Nurse Practitioner in Psychiatry

**EXAM NO:** 10190

**SALARY:** \$44.89 per hour - 2020 Hire Rate (Approximately \$93,371 annually)

**EXAM DATE:** 07/13/20

**ISSUE DATE:** 06/17/20

**THE FINAL DATE TO FILE APPLICATIONS:** 07/02/20

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 07/03/20

**RESIDENCY WAIVED**

**Location of Position:**

There is currently one vacancy in the title of Nurse Practitioner in Psychiatry located at Tompkins County Mental Health Department. The eligible list resulting from this Training and Experience examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

**THE ELIGIBLE LIST:**

**Candidate eligibility on this continuous recruitment eligible list will be for a period of one year. Any one wishing to be active beyond one year would have to re-apply and participate in the Training and Experience Evaluation process again. Eligible candidates will be inter-filed in accordance with the score assigned to them based upon an evaluation of their training and experience and ranked relative to the other candidates who participate.**

**MINIMUM QUALIFICATIONS:**

The applicant must possess a valid New York State License and current registration to practice as a Nurse Practitioner in Psychiatry at the time of application. The successful candidate will be required to maintain such license and registration for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

Note 1: A Nurse Practitioner in Psychiatry is defined as an individual who is currently certified as a Nurse Practitioner with an approved specialty area of psychiatry (NPP) by the New York State Education Department to practice as such.

Note 2: A driver's license is not required; however the applicant must be able to demonstrate the ability to meet the occasional transportation requirements of the position to the satisfaction of the Commissioner of Mental Health.

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

This is a professional position encompassing a full range of responsibilities within the Mental Health Department. A Nurse Practitioner in Psychiatry is a health care provider licensed by the State of New York with advanced academic and clinical experience. Nurse Practitioners in Psychiatry may diagnose, treat, and prescribe exclusively and autonomously within their designated specialty area of practice in collaboration with a licensed psychiatrist. In addition to completing psychiatric assessments, consultations, psychotropic medication treatment, and injectable psychotropic medication administration with monitoring and education, the Nurse Practitioner in Psychiatry is also qualified to complete health physicals and health monitoring services in a Community Mental Health setting. As a member of the interdisciplinary treatment team, the Nurse Practitioner in Psychiatry will also provide counseling and education to patients to aid in the understanding, prevention, treatment, and rehabilitation of various types of physical or mental illness. The incumbent will work under the general direction of the Medical Director and departmental psychiatrists. Supervision is exercised over the work of clinical and administrative staff as needed. The Nurse Practitioner in Psychiatry will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Participates as member of a multi-disciplinary treatment team;
- Completes in-depth psychiatric assessments;
- Provides psychiatric consultation as necessary;
- Provides psychotropic medication treatment and management;
- Provides health physicals and health monitoring services to clinic clients as needed;
- Provides education regarding mental illness, physical illness, chemical dependency, and medication management to clients, families, and colleagues as needed;
- Makes recommendations to fellow team members regarding emergency or continuing care and suggests alternative or adjusted treatment plans;
- Collaborates and consults with psychiatrists as needed;
- Participates in and assists fellow team members in assessing, planning for, meeting and evaluating patient and involved family member needs to aid in the formulation of a treatment plan;
- Assists in Mental Health education, consultation, and public relation activities;
- Provides in-service health or psychiatric education, orientation and consultation to staff and other community agencies;
- Attends courses and performs independent study and reading to further professional growth; Provides documentation that adheres to the departmental Compliance Plan, policies, procedures, and the laws and regulations of New York State;
- Analyzes data for quality assurance, utilization review and other purposes; Provides clinical and administrative supervision of staff as needed;
- Provides smoking cessation services to clients as needed;
- Completes all required documentation in a timely manner;

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

- Thorough knowledge of assessment and treatment of mental illness;
- Thorough knowledge of psychopathology;
- Thorough knowledge of psychopharmacology;
- Thorough knowledge of abnormal signs and symptoms relating to physical, psychological and emotional health;
- Good knowledge of current trends and theories in the nursing care and treatment of patients with physical, mental or emotional problems;
- Good knowledge of community organizations and resources available;
- Skill in the application of current treatment procedures and techniques of patient care;
- Skill in computer applications specifically with electronic medical records; word processing and spreadsheet applications as needed;
- Ability to provide mental health teaching and consultation to staff and community agencies;
- Ability to establish and maintain cooperative working relationships with patients, families and colleagues;
- Ability to communicate effectively both orally and in writing;
- Demonstrated ability to work with a culturally diverse population;
- Empathy for persons with physical, emotional and mental health problems;

- Honesty, integrity and confidentiality are required; and
- The employee's physical condition shall be commensurate with the demands of the position.
- Familiarity with and ability to utilize a variety of computer programs and functions, including Microsoft Word and Excel.

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**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 resume 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.

## 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 Department of Human Resources 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 Department of Human Resources 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 Department of Human Resources 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