

# CLINTON COUNTY CIVIL SERVICE EXAMINATION FOR PUBLIC HEALTH NURSE II (PROMOTIONAL)

Clinton County is an ADA, EOE Employer

Clinton County Department of Personnel  
137 Margaret Street  
Plattsburgh, NY 12901

## **CONTINUOUS RECRUITMENT EXAM**

**Examination No.: #80-415**

There is no deadline by when an application must be received.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill present and future vacancies that may occur in the Clinton County Health Department only.

**SALARY RANGE:** Per current Clinton County contract

**MINIMUM QUALIFICATIONS:** Candidates must be currently employed in the Clinton County Health Department in a permanent full-time competitive class position for one (1) year as a Public Health Nurse, or in a permanent part-time competitive class position for two (2) years as a Public Health Nurse.

**APPLICATION SUBMISSION:** This is a training and experience examination that is rated based on information you supply on your exam application and attachments you include with the application.

Clinton County offers a choice of either completing the Clinton County Application for Examination or Employment or the Clinton County Application for Promotional Exam/Appointment. You may choose which application to submit; however, it may make a difference in the final rating of this training and experience exam. If you submit a completed Clinton County Application for Examination or Employment with supporting documentation, all work experience and education will be considered when rating your application.

If you submit a completed Clinton County Application for Promotional Exam/Appointment, your Clinton County employment roster will be printed out, attached to your application and used for rating.

**BE SURE TO THOROUGHLY REVIEW THE SUBJECTS OF EXAMINATION PRIOR TO DECIDING WHICH APPLICATION TO SUBMIT.**

**ONCE YOUR APPLICATION HAS BEEN SUBMITTED AND RATED, WE CANNOT ACCEPT ANY ADDITIONAL INFORMATION NOR CAN YOU CHOOSE TO SUBMIT A DIFFERENT APPLICATION TO INCREASE YOUR RATING.**

**YOU MAY APPLY FOR RETEST AT SIX-MONTH INTERVALS.**

**SUBJECTS OF EXAMINATION:** The only subject of examination will be an evaluation of your training and experience. You must complete all sections of the exam application. Failure to complete all sections of the application or leaving blanks in certain areas of the application may result in insufficient information to give you credit for education and experience. You are responsible for submitting all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

**\*CONTINUING EDUCATION:** Refers to formal degree programs, in-service education, professional seminars and convocations, or other educational activities designed to help maintain and improve skills and keep abreast of the occupational field for which the exam is being held. For this to be considered, it must meet *ALL* of the following criteria: 1) It is relevant to the occupational field; 2) It is completed within the last six (6) years; 3) It is completed *after* the initial date of licensure. In your **summary of training and education** include all college course work, formal in-service training, and seminars you have attended that meet the above criteria. You must attach verification of completion of each and it must indicate either the number of credits received or the number of contact hours as well as dates of attendance. To receive credit for education, attach a copy of your college transcript indicating the completion of courses and course descriptions to show the relationship of the course to your field; to receive credit for formal in-service training and seminars, attach documentation indicating completion dates and contact hours granted. Also include a copy of your professional license and certification. Specify the date that your license was first issued.

**\*WORK EXPERIENCE:** Refers to paid licensed or registered experience. Experience which is *prior* to the date of the candidate's initial licensure *will not* be credited. In your **summary of experience**, you must provide specific dates of paid employment, title, main duties, number of hours worked per week, and earnings for each position. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

**\*TO RECEIVE CREDIT FOR CONTINUING EDUCATION AND WORK EXPERIENCE, YOU MUST SUBMIT ALL TRAINING/EDUCATION DOCUMENTATION WITH YOUR CLINTON COUNTY APPLICATION FOR EXAMINATION OR EMPLOYMENT.**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the planning, development, provision and evaluation of nursing care and of public health programs designed to prevent disease and improve the health of individuals, families, specific populations, high-risk groups and/or communities as well as performing professional public health nursing services that include the assessment of health needs and development of a nursing plan of care for individuals or families, instruction and health counseling of individuals/groups in homes, clinics and community settings for the purpose of prevention and control of diseases, promotion of health and related work. The work also involves assisting supervisor and/or management with program administration, program budget development and monitoring, performing quality improvement initiatives, and monitoring of short-term trends. Public Health Nurse II is part of the series of public health nursing; incumbents perform the full scope of public health nursing duties in addition to advanced level duties with a higher level of autonomy. The Public Health Nurse II promotes coordination and effective case management of patient care services rendered by an interdisciplinary team of workers. A PHN II may act in a lead capacity and can supervise additional subordinate staff for routine tasks including Public Health Nurses, Registered Professional Nurses, Licensed Practical Nurses and unlicensed personnel assigned to carry out the plans of care. Public Health Nurse II differs from Supervising Public Health Nurse who is responsible for supervising, directing, and coordinating public health nursing field, clinic, and program activities, along with the team of personnel associated with these activities. The work is performed under the supervision of a Supervising Public Health Nurse. The incumbent does related work as required.

**ELIGIBLE LIST:** If you pass the training and experience examination, your name will be placed on the eligible list for Public Health Nurse II for two years. After two years, your name will be removed from the list. You may apply for retest at six-month intervals.

**SENIORITY POINTS:** Points will be added to an eligible score as follows: One point for each creditable five-year period:

- Less than 1 year. . . . .0 Points
- 1 year up to 6 years. . . . .1 Point
- 6 years up to 11 years. . . . .2 Points
- 11 years up to 16 years . . . . .3 Points
- 16 years up to 21 years . . . . .4 Points
- 21 years and up. . . . .5 Points

Rating of seniority is based on the length of continuous permanent classified service.

### GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than the closing date. **BE SURE YOU ANSWER EVERY QUESTION** before filing your application. **AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
2. The Clinton County Dept. of Personnel will email you an admittance letter when and where to appear for the exam. If you fail to receive an admission letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.
3. Restrictions on employment may exist for candidates who are under 18 years of age.
4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.
5. **VETERANS:** To learn about your rights regarding Civil Service exams, request a copy of Clinton County’s “Veterans’ Rights For Exams” Summary from the Clinton County Dept. of Personnel or visit our website: [clintoncountygov.com](http://clintoncountygov.com).
6. **VERIFICATION OF QUALIFICATIONS:** Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.
7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.
8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.
9. **RETIREMENT SYSTEM:** It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.
10. **SPECIAL ARRANGEMENTS:** Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.
11. **RECEIPT OF APPLICATIONS:** The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.
12. **USE OF 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. You may not bring books or other reference materials.
13. **FOR NON-CITIZENS:** At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.
14. **ALTERNATE TEST DATE POLICY:** Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.

15. WEATHER CONDITIONS: Clinton County will attempt to hold scheduled exams regardless of weather conditions. If an exam is cancelled due to extreme weather conditions, it will be announced on our website: [clintoncountygov.com](http://clintoncountygov.com) – Personnel Dept. – Exam Weather Alert.
16. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.
17. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.
18. POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS: Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have “served” in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.
19. BACKGROUND INVESTIGATION: Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.
20. Clinton County is in compliance with ADA requirements.

Revised 1/2/2019