



SENIOR PUBLIC HEALTH NURSE (PROM)
RC/EL #50005010

APPLICATIONS CONTINUOUSLY ACCEPTED

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

- 1. If applying online, payment can be submitted electronically.**
- 2. If applying by mail, completed applications must be accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

PARTICIPATING AGENCY: Rockland County Department of Health.

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is professional nursing work of a difficult nature involving the performance of a variety of public health nursing activities, including assessing nursing needs and implementing the plan of care for individuals and families. The work also involves responsibility for organizing and coordinating the operation of clinics, including the supervision of Public Health Nurses, aides and clerical personnel. The work is performed under the general supervision of a Supervising Public Health Nurse. Does Related work as required.

MINIMUM QUALIFICATIONS: You must be currently employed by the **Rockland County Department of Health** and have two (2) years of permanent competitive class status there as a Public Health Nurse.

SUBJECT OF WRITTEN EXAMINATION: There will be no written or oral test for this examination. Candidates who meet the minimum qualifications will receive a rating based on an evaluation of their training and experience against the background of the duties of the position. 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. Your application will be rated on the following items. Make sure your application and supporting documents are thorough to maximize your potential for achieving the highest score.

1. Do you meet the minimum qualifications? (See Minimum Qualifications.)
2. Do you possess a Bachelor's degree in Nursing? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the submission of your application.)
3. Do you possess a Master's degree in Nursing? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the submission of your application.)
4. Do you possess a license issued by the New York State Education Department to practice as a Registered Professional Nurse? (Must submit a copy of your license with your application.)
5. Do you possess a current registration issued by the New York State Education Department to practice as a Registered Professional Nurse? (Must submit a copy of your current registration with your application.)
6. Do you have any continuing education in the field of Nursing? (i.e. formal degree programs, in-service education, professional seminars or convocations, or other educational activities designed to help maintain and improve skills and keep abreast of the nursing field.) (Must include proof of any continuing education with your application.)
7. Do you have two years of permanent competitive class status as a Public Health Nurse in the Rockland County Department of Health? (Please note starting month and year and ending month and year as well as hours per week worked.)
8. Do you have any paid, professional experience in Public or Community Health Nursing, other than that required to meet the minimum qualifications? (Please note starting month and year and ending month and year as well as hours per week worked.)
9. Do you have any supervisory experience in Public or Community Health Nursing? (Must include starting month and year and ending month and year as well as hours per week worked.)

TRANSCRIPTS: Official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than ten (10) days after the submission of your application; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

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SENIOR PUBLIC HEALTH NURSE (PROM) #50005010 (CONTINUED)

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the submission of your application. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

NOTES:

1. A resume does not substitute for the completed application however may supplement it. Month and year as well as hours per week of employment must be indicated. **Please include a copy of your professional license or documentation indicating eligibility for licensure with your application.**
2. Candidates who submit incomplete applications or documentation may be disqualified. Additional information will not be accepted after applications have been evaluated.
3. Qualified candidates will have their names interfiled on this continuous recruitment eligible list in appropriate rank order regardless of the date when they submitted their application.
4. Eligibility for appointment of each qualified individual will be for a non-extendable one-year period from the date of eligibility.
5. The Rockland County Department of Personnel reserves the right to terminate this continuous recruitment examination at any time without prior notice.