



SUPERVISING PUBLIC HEALTH NURSE (OC)
RC/EL #50033010

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://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Rockland County Department of Health.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$90,281 annually for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

WHAT THE JOB IS LIKE: This is professional supervisory work of a moderately difficult nature involving responsibility for providing nursing services and supervision of public health nursing practice to assure safe, effective and efficient comprehensive nursing care in homes, clinics, schools and other community facilities. The work is performed under the general supervision of a higher-level administrator and supervision is exercised over a number of public health professional or auxiliary nursing staff personnel. Does related work as required.

When completing the application, your description of experience 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 will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have: A Bachelor's degree in Nursing and two (2) years of experience as a Public Health Nurse.

NOTE: A Master's degree in Nursing may be substituted for one (1) year of the required experience.

SPECIAL REQUIREMENT: Possession of a license and current registration to practice as a Registered Professional Nurse issued by the New York State Department of Education must be maintained throughout the course of employment in this title.

TRANSCRIPTS:

If using college credits to qualify, 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 **10 days after the last filing date**; 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. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than **10 days after the last filing date**. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; 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.

SEE NEXT PAGE

SUPERVISING PUBLIC HEALTH NURSE (OC) #50033010 (CONTINUED)

SUBJECT OF 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 have two years of experience as a Public Health Nurse? (Please note starting month/year and ending month/year as well as hours per week worked.)
3. Do you possess a Bachelor’s or 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 last filing date.)
4. Do you have any continuing education? (Official college transcripts must be sent directly from the school to our department no later than ten (10) days after the last filing date.)
5. Do you have any further Public or Community Health Nursing experience not already listed in #2 above? (Please note starting month/year and ending month/year as well as hours per week worked.)
6. Do you have any supervisory experience? (Please note starting month/year and ending month/year as well as hours per week worked.)

NOTE: A resume does not substitute for the completed application but may supplement the application. Month and year as well as hours per week of employment must be indicated. **Also include a copy of your professional license or documentation indicating eligibility for licensure.** Additional information will not be accepted after applications have been evaluated.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 04/10/2025
Date Re-Issued: 09/17/2025