



PUBLIC HEALTH NURSE/PUBLIC HEALTH NURSE TRAINEE (OC)
RC/EL #50004010

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 EXIST IN: Rockland County Department of Health.

RESIDENCE REQUIREMENT: All resident requirements for this examination have been waived.

SALARY: The starting salary is \$41.92 per hour for a 35-hour workweek with the County of Rockland. The starting salary for Trainee is \$39.99 per hour for a 35-hour workweek with the County of Rockland.

WHAT THE JOB IS LIKE: This is professional nursing work of a complex 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 plan of care development and implementation, counseling on health issues for patients and families in clinic and in-home settings. The work is performed under the general direction of a higher-level public health nursing professional and work guidance (e.g. lead work) may be provided to paraprofessional and clerical staff. 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:

- 1. A Bachelor's degree or higher in Nursing from a regionally accredited or New York State registered (four-year) college or university and one (1) year of paid, professional nursing experience, performed under nursing supervision, in a state or federally licensed hospital, agency or institution and**
- 2. Licensure and current registration to practice as a Registered Professional Nurse issued by the New York State Department of Education at the time of permanent appointment.**

NOTE: Your license and current registration numbers issued by the New York State Department of Education to practice as a Registered Professional Nurse must be indicated in your application.

SPECIAL REQUIREMENTS:

- 1. Licensure 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.**
- 2. Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.**

NOTE: Individuals who meet the educational requirements but lack the experience requirements will be processed as Trainees. In the absence of an adequate number of fully qualified eligibles, trainees may be appointed. A trainee appointed from the list will, upon satisfactory completion of the in-service training (not to exceed 12 months), gain permanent competitive class status as a Public Health Nurse without further examination.

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. 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>.

PUBLIC HEALTH NURSE/PUBLIC HEALTH NURSE TRAINEE (OC) #50004010 (CONTINUED)

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 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.

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 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 possess a Master's degree in Nursing? (See transcript statement.)
2. Do you possess a Master's degree in Public Health? (See transcript statement.)
3. 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.)
4. Do you have any paid, professional experience in Public or Community Health Nursing, other than that required to meet the minimum qualifications? (Must include starting month and year and ending month and year as well as hours per week worked.)
5. Do you have any paid, professional nursing experience, other than that required to meet the minimum qualifications? (Must include starting month and year and ending month and year as well as hours per week worked.)

NOTES:

1. A resume does not substitute for the completed application but may supplement it. Month and year as well as hours per week of employment must be indicated.
2. Candidates who submit incomplete applications or documentation may be disqualified.
3. Additional information will not be accepted after training and experience has been evaluated.
4. 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.
5. Eligibility for appointment of each qualified individual will be for a non-extendable one-year period from the date of eligibility.
6. The Rockland County Department of Personnel reserves the right to terminate this continuous recruitment examination at any time without prior notice.

Civil Service is an Equal Opportunity/Affirmative Action Employer