Rockland County
PERSONNEL

SUPERVISING NURSE PRACTITIONER (PUBLIC HEALTH) (OC)
RC/EL #50032010

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 REQUIREMENT: 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 $108,247 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 nursing work involving responsibility for coordinating, supervising and actively participating in the clinical assessment and care planning of patients across various clinics and programs administered by the Department of Health (e.g., Family Planning Health Services Program and the Sexual Health Clinic). The work is performed under the general direction of the Medical Director in accordance with standing orders and protocols established by the department. Supervision is provided to professional and technical 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: A Master's degree or higher in Nursing _and_ two (2) years of paid work experience as a Nurse Practitioner, at least one (1) year of which involved the supervision of staff.

SPECIAL REQUIREMENT:
1. Possession of a valid license and current registration as a Registered Professional Nurse in New York State which must be maintained throughout the course of employment in this title. The appointing authority shall have responsibility for verification of the Registered Professional Nurse license and current registration.

2. Possession of a license and current registration as a Nurse Practitioner issued by New York State which must be maintained throughout the course of employment in this title. The appointing authority shall have responsibility for verification of the Nurse Practitioner license and current registration.

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.

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: Any 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; 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.

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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 experience 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 Bachelor's degree in Nursing? (See transcript statement.)
2. Do you possess a Master's degree in Nursing? (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 possess licensure and current registration to practice as a Registered Professional Nurse in New York State? (Must include your license number in your application)
5. Do you possess licensure and current registration to practice as a Nurse Practitioner issued by New York State? (Must include your license number and registration in your application)
6. Do you have any Nurse Practitioner experience other than that required to meet the minimum qualifications ? (Please note starting month/year and ending month/year as well as hours per week worked.)
7. Do you have any supervisory experience other than that required to meet the minimum qualifications? (Please note starting month/year and ending month/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 <u>will</u> <u>not</u> 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. Successful candidates will remain on the eligible list 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

Date Issued: 04/10/2025
Date Re-Issued: 02/11/2026