

**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://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.**

**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.

**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:** 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 within a period of three (3) years immediately preceding the examination date.

**SPECIAL REQUIREMENTS:**

- 1. Possession of a license issued by New York State to practice as a Registered Professional Nurse 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:** If you were permanently appointed to a qualifying title and had provisional or continent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in the title required to apply for this examination.

**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 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 Bachelor's degree in Nursing? (See transcript statement.)**
- 2. Do you possess a Master's degree in Nursing? (See transcript statement.)**
- 3. Do you possess a license issued by the New York State Education Department to practice as a Registered Professional Nurse? (Must include your license number in your application.)**
- 4. 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.)**
- 5. 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.)**
- 6. 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.)**

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

**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](mailto: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>.

**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 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. Successful candidates will remain on the eligible list for a non-extendable two-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**