



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14TH FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
AFFIRMATION FORM
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH NURSE
Exam No. 2028

WHEN TO APPLY: January 4, 2012 to January 31, 2012
APPLICATION FEE: \$77.00 payable by credit card, bank card, or debit card.

WHAT THE JOB INVOLVES: Public Health Nurses, under varying degrees of supervision, perform public health nursing duties in public health programs which may include assignments in the community, in school health, child health, maternity services, homeless health, tuberculosis clinics, and/or other specialized nursing programs; makes home visits. All Public Health Nurses perform related work.

Special Working Conditions: Public Health Nurses may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Public Health Nurses and environmental conditions experienced are: when making home visits, may be required to walk up six flights of stairs, walk from site to site within a seven block radius of the first site visit of the day, and carry a nursing bag weighing approximately five pounds, in all weather conditions.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$64,489 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

Special Note: For Assignment Levels II and III, in addition to meeting the Qualification Requirements described below, individuals must meet the supervisory level qualification requirements set forth in Section 11.42 of the New York State Sanitary Code.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, completing any required forms, and completing the online education, license, and experience examination. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets. If you cannot apply online for this examination, you must submit a money order payable to DCAS (Exams) at the DCAS Computerized Testing Centers, but the application fee will be \$82.00 (\$5.00 more than if you applied online).

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

The Computerized Testing Centers will be closed on Monday, 1/16.

You must complete the entire examination by midnight, Eastern time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS by calling 212 669-7208.

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting the application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

Education and License Requirements: By the **last day of the Application Period** you must have:

- (1) A Bachelor's of Science degree in Nursing from a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices; **and**
- (2) A license and current registration to practice as a Registered Professional Nurse in New York State. This license must be maintained for the duration of employment.

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

Special Note: At the time of appointment, eligibles assigned to School Health must be able to perform Cardio-Pulmonary Resuscitation (CPR).

Note: When you are completing your examination, in the box labeled *Original Date of Issue*, enter the date you originally received your license. If you previously obtained a Registered Nurse license from another state and this license was considered by the New York State Board for Nursing to be acceptable for issuing a New York State license, then in the box labeled *Original Date of Issue*, enter the original date you received the out-of-state license. (See **Special Insert** for detailed instructions on how to complete the **Licenses, Certificates and/or Registrations** section.)

Medical Requirement: Medical guidelines have been established for the position of Public Health Nurse. Candidates will be examined to determine whether they can perform the essential functions of the position of Public Health Nurse. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Residency: City residency is not required for this position.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

- 1. **Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- 2. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the additional credit requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet which is found online. When you contact the evaluation service, ask for a "**document-by-document**" evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: Your score will be determined by an education, license, and experience test. You will receive a score of 70 points for meeting the education and license requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time experience as a Registered Professional Nurse in a public health agency, public health community site, or in a school health setting within the last ten years performing public health nursing duties for:

	You will receive:
At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

In order to receive credit for satisfactory experience as a Registered Professional Nurse employed in a public health agency or a public health community site within the last ten years performing public health nursing duties, for each employment you must have performed **at least five (5)** of the tasks listed in the Public Health Nurse Task Inventory:

Public Health Nurse Task Inventory

- 100.0000 **Performs public health nursing duties as a Registered Professional Nurse in a public health agency or public health community site. (10 Tasks)**
- 100.0001 Applies the nursing process to meet the needs of clients, families, and communities.

100.0002	Conducts field visits at homes and community centers to investigate health concerns and provide health education.
100.0003	Performs physical health assessments.
100.0004	Performs diagnostic screening tests.
100.0005	Administers immunizations and medications and performs inventory control.
100.0006	Performs case management, including counseling, referring, demonstrating, and monitoring.
100.0007	Serves as a consultant on health matters to other professionals, paraprofessionals, and the community.
100.0008	Establishes contact with other health offices/clinics to disseminate and obtain health related knowledge as directed by a licensed physician.
100.0009	Develops and conducts individual and group health education activities.
100.0010	Keeps paper charts and electronic medical records using a computer in order to prepare and review statistical and narrative reports.
200.0000	Performs public health nursing duties as a Registered Professional Nurse in a school health setting. (9 Tasks)
200.0001	Identifies students with health problems through nursing assessments, record review, diagnostic screening tests, and conferences with school officials, parents/guardians, or physicians.
200.0002	Coordinates with other health professionals to accurately complete students' health forms and documents as required by law.
200.0003	Organizes and maintains an electronic and paper medical record system, reviews medical records for completeness and accuracy, and performs case management on an as needed basis.
200.0004	Provides individual health counseling and teaching to students, parents, and staff members.
200.0005	Interprets medical recommendations to students, parents/guardians, and school personnel.
200.0006	Plans and monitors physician sessions in school(s).
200.0007	Oversees the work of assistants and demonstrates nursing techniques (e.g. EpiPen, Asthma Inhaler) to assistants and other school professionals.
200.0008	Collects statistics and submits reports concerning demographics, diseases, and disorders.
200.0009	Administers medications, immunizations, and other treatments to students as prescribed by an authorized licensed health care provider.

You will receive an additional 5 points for a Master's Degree in Nursing, Nursing Education, Nursing Administration, or Public Health acquired from an accredited college by January 31, 2012.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience.

Education, license, and experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Application Receipt: You will be e-mailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Special Insert: Guide for Completing the Online Examination

This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Education Level
- Employment/Work Experience
- Licenses, Certificates, and/or Registrations
- Selective Certification
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service

procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You must complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do not complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You must have a Bachelor's of Science degree in Nursing (BSN) from a regionally-accredited college or university or one recognized by the New York State Education Department **and** a license and current registration to practice as a Registered Professional Nurse (RPN) in New York State in order to qualify for this examination. If you do not have a BSN and an RPN, you will be found **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Education Level section:** For each degree you select, you must fill out the information requested. If you were educated in a foreign country, you must have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from the last day of the application period. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did not submit a foreign education evaluation, your examination will be rescored.
4. **Completing the Employment/Work Experience section:** For each job you must fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

11 hours per week or fewer	= 25%
12 - 23 hours per week	= 50%
24 - 34 hours per week	= 75%
35 hours per week or more	= 100%

For each job you must select the tasks you performed from the tasks listed in the drop-down menu.

5. **Completing the Licenses, Certificates, and/or Registrations section:** Fill out the information requested. Additional credit is granted only for experience acquired after having received a Registered Professional Nurse license.
 - A. **Candidates who have a New York State Registered Professional Nurse License only:** Select *A license and current registration to practice as a Registered Professional Nurse in New York State* from the drop-down menu. On the line labeled *Original Date of Issue* you must enter the date your RPN license was originally issued, not the date you renewed your registration. Only experience gained after the original date of issue of your license will receive credit. Since the date of issue of your license predates the renewal date of your registration, you would be potentially lowering your score if you entered the renewal date of your registration rather than the original date of your license.
 - B. **Candidates who have a Registered Professional Nurse license from another state:** If you previously obtained a Registered Professional Nurse license from another state and this license was considered by the New York State Board for Nursing to be acceptable for issuing a New York State license, select *A license and current registration to practice as a Registered Professional Nurse in New York State* from the drop-down menu. On the line labeled *Original Date of Issue* you must enter the date you received the out-of-state license. Enter New York State licence or registration number and expiration date in the appropriate boxes. After you have saved this information, you should select *Other* from the drop-down menu and enter the information concerning your out-of-state RPN license.
6. **Completing the Selective Certification section:** This section is optional and will not affect your score.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51011; Public Health Nursing Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas