



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

PUBLIC HEALTH NURSE (SCHOOL HEALTH) Exam No. 6081

WHEN TO APPLY: From: June 6, 2007
To: June 26, 2007

APPLICATION FEE: \$ 45.00
Payable only by money order to D.C.A.S. (EXAMS)

WHAT THE JOB INVOLVES: Public Health Nurses (School Health), under varying degrees of supervision, perform and supervise professional public health nursing duties in a school health program; and make home visits. All Public Health Nurses (School Health) perform related work.

Special Working Conditions: Public Health Nurses (School Health) generally work on an hourly basis during the 10 month school year. Public Health Nurses (School Health) may be offered additional employment or may be required to work during the summer months and may be required to work rotating shifts including nights and Saturdays during the school year or summer months.

Some of the physical activities performed by Public Health Nurses (School Health) 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, carry a nursing bag weighing approximately five pounds, in all weather conditions, and assist students on and off exam tables. Public Health Nurses must be able to perform Cardio-Pulmonary Resuscitation (CPR).

(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 \$32.54 per hour. This rate is subject to change. Public Health Nurses (School Health) who are regularly assigned to work 30 or 35 hours per week over the 10 month school year will have their earnings spread out over 12 months to provide salary payments and continued benefit coverage during the 2 summer months. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level(s) at the discretion of the agency.

Special Note: For assignment to Assignment Level 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, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By **June 30, 2007** 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.

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

Medical Requirement: Medical guidelines have been established for the position of Public Health Nurse (School Health). Candidates will be examined to determine whether they can perform the essential functions of the position of Public Health Nurse (School Health). 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

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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 FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Fill out Sections **A.1, A.4, A.5, B and C**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 included with your application packet. When you contact the evaluation service, ask for a “**document-by-document**” (**general**) 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 and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

- (1) For full-time satisfactory experience as a Registered Professional Nurse employed in a school setting within the last ten years performing public health nursing duties, you will receive an additional:
 - A) 10 points for at least one year but less than three years of experience; or
 - B) 20 points for at least three years but less than five years of experience; or
 - C) 30 points for at least five or more years of experience.
- (2) 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 June 30, 2007.

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. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **June 30, 2007**.

THE TEST RESULTS: If you pass the education and experience test, your name will be placed in final score order on the eligible list and you will be given a list number. You will be notified by mail of your 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:

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51022; Public Health Nursing Occupational Group

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

