



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH NURSE (SCHOOL HEALTH)

Exam No. 9043

WHEN TO APPLY: From: March 6, 2019

APPLICATION FEE: \$85.00

To: March 29, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Public Health Nurses (School Health), under supervision, perform 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, and carry a nursing bag weighing approximately five pounds, in all weather conditions, and assist students on and off exam tables. Public Health Nurses (School Health) 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 \$40.79 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 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 QUALIFY:

This is a computer-based Education and Experience Test. Your education and license will be evaluated online and you will receive immediate tentative results. 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.

The education requirement must be met by June 30, 2019. The license and registration requirement must be met by March 29, 2019.

Education and License Requirements:

1. A Bachelor 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.

A Bachelor of Science in Nursing (BSN) is the only degree which may be used to meet the education requirement. Degrees such as a Master's of Science in Nursing or a Bachelor of Arts in Nursing are not acceptable towards meeting the educational requirement.

The education requirement must be met by June 30, 2019. The license and registration requirement must be met by March 29, 2019.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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).

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. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

You have until midnight Eastern time on the last day of the Application Period (March 29, 2019) to clearly specify in detail all of your relevant education and license, and registration requirement on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after June 30, 2019, or license or registration which you obtain after March 29, 2019.

Note:

When you are completing your examination, in the box labeled *Original Date Issued*, 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 Issued*, 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.)

Cardio-Pulmonary Resuscitation (CPR) Requirement:

You must be able to perform Cardio-Pulmonary Resuscitation (CPR) by the date of appointment.

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 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.**

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at:

<https://a856-exams.nyc.gov/OASysWeb/Home/FAQ>

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (March 29, 2019)

to clearly specify in detail all of your relevant education and license requirement on your Education and Experience Test and submit it in the Online Application System (OASys).

3. **Foreign Education Evaluation Guide (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 Evaluation Guide which is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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 June 30, 2019.

THE TEST:

Your score will be determined by an online education and experience test. You will receive a score of 70 points for meeting the education and license requirements listed above in the **HOW TO QUALIFY** section. After these requirements are met, you will receive additional 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 school health setting **within the last ten years** performing public health nursing duties, you will receive:

0.5 point for each month of satisfactory experience

A maximum of 60 months of satisfactory full-time experience gained after the issuance of a New York State License as a Registered Professional Nurse will be credited. (See **Special Insert** for detailed instructions on how to complete the **Licenses, Certificates and/or Registrations** section.)

In order to receive credit for satisfactory experience as a Registered Professional Nurse employed in a school health setting within the last ten years performing public health nursing duties, for each employment you must have performed **at least six (6)** of the tasks listed in the Public Health Nurse Task Inventory:

Public Health Nurse Task Inventory

200.0000	Performs public health nursing duties as a Registered Professional Nurse in a school health setting. (11 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 all activities in the medical office, including the work of assistants.
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.
200.0010	Provides first aid to students with episodic illness that is consistent with the nursing process.
200.0011	Provides training for use of medical interventions, such as EpiPen and Asthma Inhaler, to assistants, school personnel, parents/guardians, and/or students.

You will receive a maximum of one month of experience credit for each month 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.

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 or university by June 30, 2019.

You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (March 29, 2019) to clearly specify in detail all of your relevant education and license, and registration requirement on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

Education must be obtained **by June 30, 2019** and experience must be obtained by **the last day of the Application Period (March 29, 2019)**.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER::

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your

written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER::

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>

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.

Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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. If you wish to indicate language(s) you speak and/or know for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the approved selection to indicate the language(s) you speak and/or know.

Selective Certification for Incident Command Structure Certification (ICS): If you possess a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.c, IS-200.b, IS-200.HCa, IS-700.b, IS-702.a, or IS-800.c certificate, you may be considered for appointment to positions requiring these certificates through a process called Selective Certification. Your certificate will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

Selective Certification for Supervisory Experience (SVE): If you possess one (1) year of full-time satisfactory experience in an administrative, supervisory, consultative or educational capacity in a health services setting such as a laboratory, hospital, community health center, private medical practice, or other patient care facility, or in a public health, environmental health, or mental hygiene program, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

Selective Certification for Positions Requiring Adolescent Experience in School Health (AOE): If you have at least one (1) year of full-time satisfactory experience as a registered nurse working primarily with adolescents (13-19 years old) in a school or educational program and/or a health care setting, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

Selective Certification for Positions Requiring Pediatric Experience in School Health (PXS): If you have at least one (1) year of full-time satisfactory experience as a registered nurse working primarily with children aged birth to 12-years-old in a school or educational program and/or a health care setting, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

Selective Certification for Positions Requiring Asthma Educator Experience (AST): If you have at least one (1) year of full-time satisfactory experience as a registered nurse providing asthma treatment and education services including the teaching, educating, and counseling of individuals with asthma and their families in the knowledge and skills necessary to minimize the impact of asthma on their quality of life, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

Selective Certification for Positions Requiring Sexual and Reproductive Health Education Experience (SRH): If you have at least one (1) year of full-time satisfactory nursing experience in a health services setting providing sexual and reproductive health services and/or education (HIV or STI education, contraceptive counseling or pregnancy options education, LGBTQ education or other sexual health education experience), you may be considered for appointment to positions requiring this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

Selective Certification for Municipal Experience (MGE): If you have at least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population, you may be considered for appointment to positions requiring

this experience through a process called Selective Certification. Your experience will be verified at the time of the appointment interview. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, click on the Selective Certification option and follow the instructions by checking the appropriate selection to indicate your interest in this Selective Certification.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam # and your Profile # located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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. **Prior to Applying for the Examination:** This examination requires all candidates to meet the Education and Experience Requirements listed in the **HOW TO QUALIFY** section of this Notice of Examination (NOE). All candidates must meet the following:
 - A. **Education and Experience:** You **must** have the required education described in the **HOW TO QUALIFY** section of the NOE in order to qualify for this examination. If you do not meet the education and experience requirements, you will be found **NOT QUALIFIED** and your application fee will **not** be refunded.

You must have a Bachelor of Science degree in Nursing (BSN) from an 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 a RPN, you will be found Not Qualified and your application fee will not be returned.

A Bachelor of Science in Nursing (BSN) is the only degree which may be used to meet the education requirement. Degrees such as a Master's of Science in Nursing or a Bachelor's of Arts in Nursing are not acceptable towards meeting the educational requirement.
 - B. **License Requirement:** You **must also** have the required license and current registration described in the **HOW TO QUALIFY** section of the NOE in order to qualify for this examination. If you do not meet the license and registration requirements, you will be found **NOT QUALIFIED** and your application fee will **not** be refunded.
2. **Completing the APPLICATION:** You **must** complete the application and examination by midnight, Eastern time, of the last day of the application period. **Your application is not complete until you pay the Application Fee.** If you do not complete your application, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the **Online Education and Experience Test**, where you may save your License and Registration, Education and Experience, and, if applicable, Selective Certification(s).
3. **Completing the Online Education and Experience Test:**
 - A. **Completing the EDUCATION LEVEL section:**
 - (I) For each degree and/or diploma you select, you must fill out the information requested.
 - (II) If you were educated in a **foreign country**, your examination will be tentatively scored based on the education level you claim. You must arrange for a foreign education evaluation to be sent directly to DCAS by a DCAS-approved foreign education evaluation service no later than eight weeks from June 30, 2019. An acceptable foreign education evaluation must include your full social security number printed on it by the evaluation service. If your foreign education evaluation differs from what you claimed, or if DCAS does not receive an acceptable foreign education evaluation directly from a DCAS-approved evaluation service, DCAS will re-score your examination and may mark you **NOT QUALIFIED**.
 - B. **Completing the EMPLOYMENT/WORK EXPERIENCE section:** For each job you list you **must** fill out in detail all of the information requested. A maximum of one month of full-time experience will be credited for each month you worked. Part-time experience will be pro-rated according to the following ranges:
 - 35 hours per week or more = 100%
 - 34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

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

- C. 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 (RPN) license.
- (I) 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.
- (II) 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 license 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.
- D. 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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.

Title Code No. 51022; Public Health Service (School Programs).

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