



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**PUBLIC HEALTH NURSE (SCHOOL HEALTH)**  
**Exam No. 4082**

**WHEN TO APPLY: From: August 2, 2023**

**APPLICATION FEE: \$82.00**

**To: August 22, 2023**

**If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service 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 \$45.91 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 Sanitary Code.

### HOW TO QUALIFY:

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

You will **not** receive credit for education which you obtain after January 31, 2024 or experience which you obtain after the end of the Application Period (August 22, 2023).

#### EDUCATION AND EXPERIENCE 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 of Science in Nursing or a Bachelor of Arts in Nursing are not acceptable towards meeting the education requirement.

**The education requirement must be met by January 31, 2024. The license and registration requirement must be met by the last day of the Application Period (August 22, 2023).**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 (August 22, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 22, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**You will not receive credit for education which you obtain after January 31, 2024 or license and registration which you obtain after the end of the Application Period (August 22, 2023).**

**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 Requirement:** 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](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application, 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 instructions 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/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

The centers will be open Monday through Friday 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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application 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 at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Application 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 Exam:** 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 (August 22, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 22, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience 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 Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 the last day of the Application Period (August 22, 2023).

#### THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the qualification requirements listed above. 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 an Educator in a school setting, case management position working with children, medical assistant titled position, and/or Registered Nurse working in a school, nursing home, home care, hospital, public health community site, or clinic, you will receive up to a maximum of twenty-one (21) months of satisfactory, full-time experience:

##### **1.0 point for each month of experience**

If you have satisfactory full-time experience creating health education programs and/or workshops and presenting them to groups of people, you will receive up to a maximum of twelve (12) months of satisfactory, full-time experience:

##### **0.5 point for each month of experience**

If you have satisfactory full-time experience working professionally with people with special needs and/or disabilities, you will receive up to a maximum of six (6) months of satisfactory, full-time experience:

##### **0.5 point for each month of experience**

**Note:** Examples of professions include but are not limited to teacher, principal, guidance counselor, social worker, case worker, child protective specialist, medical assistant, emergency medical technician, pharmacy technician.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation:  $21/35 \times 12 = 7.2$  months.

You will receive a maximum of one year of credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for experience which you obtain after the end of the Application Period (August 22, 2023).**

**You have until midnight Eastern time on the last day of the Application Period (August 22, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.**

**If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (August 22, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.**

**Experience must be obtained by the last day of the Application Period (August 22, 2023).**

#### 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 Self-Service (ESS) at [www.nyc.gov/ess](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, and/or new telephone number.

#### 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:

If you pass the Education and Experience Exam, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

#### ADDITIONAL INFORMATION:

**Selective Certification for Certification:** If you have the certification listed below, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your certification will be checked by the appointing agency at the time of appointment.** This certification must be maintained for the duration of your employment.

**Selective Certification for Incident Command Structure Certification (ICS):** Possession of 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.

**Selective Certification for Foreign Language and/or American Sign Language:** If you can speak Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian/Serbo-Croatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), German (GER), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Japanese (JAP), Korean (KOR), Portuguese (POR), Polish (POL), Russian (RUS), Spanish (SPA), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g., Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD) and/or you know American Sign Language (ASL), 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 apply for this Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys).

**Selective Certification For Special Experience:** If you have experience in the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you qualify for Selective Certification, follow the onscreen instructions when completing your Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Supervisory Experience (SVE):** At least two (2) years 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.

**Selective Certification for Positions Requiring Adolescent Experience in School Health (AOE):** At least two (2) years 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.

**Selective Certification for Positions Requiring Pediatric Experience in School Health (PXS):** At least two (2) years 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.

**Selective Certification for Positions Requiring Asthma Educator Experience (AST):** At least two (2) years 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.

**Selective Certification for Positions Requiring Sexual and Reproductive Health Education Experience (SRH):** At least two (2) years 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).

**Selective Certification for Municipal Government Experience (MGE):** At least two (2) years 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.

**The above Selective Certification requirements 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 a request by email to: [LMACustomerService@dcas.nyc.gov](mailto:LMACustomerService@dcas.nyc.gov) or 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 full name, OASys Profile ID number, and the Selective Certification(s) in 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 your "Junk", "Trash", or "Spam" folders 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, under 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 number and your profile number 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.

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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](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Application 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](http://nyc.gov/dcas)