



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LOUIS A. MOLINA
Commissioner

NOTICE OF EXAMINATION

PUBLIC HEALTH NURSE
Exam No. 6092

WHEN TO APPLY:

From: October 1, 2025

To: October 21, 2025

APPLICATION FEE: \$96.00

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.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

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

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; make home visits. All Public Health Nurses perform related work.

Special Working Conditions:

Public Health Nurses may be required to work various 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 \$89,151 per annum. This rate is subject to change. 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:

You are responsible for determining whether or not you meet the qualification 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.

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by October 21, 2026. The license and registration requirement needed to qualify must be met by October 31, 2025.

Education and License Requirements:

- 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**

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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).

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.

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 have until midnight Eastern time on the last day of the Application Period (October 21, 2025) 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 (October 21, 2025), 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.

If you are seeking credit for your valid registration as a Registered Professional Nurse in New York State, enter the date you originally received the registration on your profile page at the time of completing your examination. 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 enter the date you originally received the out-of-state license.

Cardio-Pulmonary Resuscitation (CPR) Requirement:

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

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.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

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

Manhattan

2 Lafayette Street

Brooklyn

210 Joralemon Street

Queens

118-35 Queens Boulevard

17th Floor
New York, NY 10007

4th Floor
Brooklyn, NY 11201

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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, October 13, 2025.

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 via nyc.gov/CivilServiceNowNYC and select the applicable subject.

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 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 in 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 (October 21, 2025) 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 (October 21, 2025), 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 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 <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.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 (October 21, 2025).

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the 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:

Education and experience used to gain additional credit must be obtained by the last day of the Application Period (October 21, 2025).

If you have satisfactory full-time experience in public health or hospital nursing providing direct patient care in a medical, ambulatory, or community setting, for:	You will receive up to:
At least 6 months but less than 12 months	10 points
At least 12 months but less than 18 months	13 points
At least 18 months but less than 24 months	16 points
At least 24 months but less than 30 months	19 points
At least 30 months but less than 36 months	22 points
36 or more months	25 points
If you have satisfactory full-time experience working with healthcare database systems for:	You will receive up to:
At least 6 months but less than 12 months	8 points
12 or more months	16 points

If you have completed a graduate degree at an accredited college or university in: You will receive:

Master's of Science in Nursing and Public Health (MSN-PH)	7 points
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Master's of Science in Nursing (MSN)	5 points
Master's of Public Health (MPH)	3 points

Examples of a medical setting include, but are not limited to: hospital, in-patient treatment center.

An ambulatory setting refers to a healthcare setting where patients come to receive treatment without staying overnight. Examples of ambulatory settings include, but are not limited to: clinic, doctor's office, urgent care, same-day surgery facility.

Examples of healthcare database systems include, but are not limited to: Electronic Medical Record (EMR), Healthix, City Immunization Registry (CIR), Maven, Epic, Screening Information System (SIS).

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.

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

You have until midnight Eastern time on the last day of the Application Period (October 21, 2025) 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 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 (October 21, 2025), 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.

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
- 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
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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 and are marked eligible, your name will be placed in final score order on 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 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:

1. 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**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), 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 the 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 Education, Certificate, or Experience:

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

2. **Selective Certification for Masters of Science in Nursing, Masters of Public Health, or Post-Baccalaureate Degree in a Related Field (MSN):** Possession of a Master's Degree in Nursing, Public Health, or a related field.

3. **Selective Certification for Positions Requiring Asthma Educator Certification (AEC):** A valid Asthma Educator Certification issued by the National Asthma Educator Certification Board (NAECB).

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

5. **Selective Certification for Positions Requiring Experience Treating Lead Exposure (TLE):** At least one (1) year of full-time, satisfactory experience performing and/or evaluating public health nursing services pertaining to lead exposure.

6. **Selective Certification for Positions Requiring Experience Treating Children and/or Pregnant Women (TCW):** At least one (1) year of full-time, satisfactory experience performing and/or evaluating public health nursing services pertaining directly to children and/or pregnant women.

7. **Selective Certification for Supervisory Experience (SVE):** At least 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.

8. **Selective Certification for Positions Requiring Care Coordination and/or Case Management Experience (CAR):** At least one (1) year of satisfactory, full-time experience in Care Coordination and/or Case Management.

9. **Selective Certification for Municipal Government Experience (MGE):** 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.

10. **Selective Certification for Mental Health Training (MHT):** At least two (2) years of satisfactory, full-time experience facilitating groups, providing training and developing curricula on mental health topics such as suicide, depression, and/or substance abuse.

11. **Selective Certification for Providing Education on Smoking Cessation and Chronic Disease Management (TAB):** At least one (1) year of satisfactory, full-time experience providing health services in one or more of the following public health topics: Tobacco Control, Smoking Cessation and/or Chronic Disease management.

12. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.

13. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.

14. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

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" 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, 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 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.

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 & Application Centers.

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