SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

ANNOUNCEMENTS:

EXAMINATION ANNOUNCEMENT SUMMARY
OCTOBER 31, 2018

PUBLIC NOTICE
This is a summary of forthcoming examinations. Applicants are advised to see the official examination announcement for complete details. For the most current examination announcement information, please go to our website at: http://www.suffolkcountyny.gov/civilservice and select “Current List of Exams.”

If it becomes necessary to amend any announcement or current Press Release, all changes will be posted on the department’s web page.

WANT TO GET ON OUR MAILING LIST?
Anyone interested in receiving this Announcement Summary by email may go to: http://eupdates.suffolkcountyny.gov/lists/?p=subscribe&id=1 and subscribe to the e-updates for the civil service examination summary. When a new summary is released, you will receive an e-mail notification.

DEPARTMENT LOCATION
The Suffolk County Department of Civil Service maintains its principal office at 725 Veterans Memorial Highway, William J. Lindsay Complex, Building #158, Hauppauge, NY.
Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099
Telephone: 631-853-5500 Fax: 631-853-6370

INTERNET
Candidates for all examinations may file on the internet. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at: http://www.suffolkcountyny.gov/civilservice.

APPLICATION PROCESSING FEE
A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a NON-REFUNDABLE NON-TRANSFERABLE application processing fee. SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED). Do not send cash. Make your check or money order payable to the Suffolk County Department of Civil Service. Please indicate the examination title and your social security number on the face of your check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.

APPLICATION FEE WAIVER
The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, members in good standing of a local fire district or ambulance company, and volunteer CERT members. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by a state or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application. The waiver application is available on request from the Civil Service Department or on our website under “Online Forms.”

CANDIDATE SCHEDULING INFORMATION
Candidates can view their room assignment and exam site on our home page at www.suffolkcountyny.gov/civilservice under “Candidate Exam Room Assignment Search” seven days prior to the examination date.

OPEN FILING SYSTEM
The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.
**APPLICATIONS FOR EXAMINATIONS THAT INVOLVE TRAINING AND EXPERIENCE EVALUATIONS** A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of Civil Service a copy of the official examination announcement which fully describes all the information that must be included in your application. (When critical information is vague or missing, candidates may receive no credit for that part.)

**DIRECTOR OF FACILITIES III OC**
The open competitive examination for Director of Facilities III will be held by the New York State Department of Civil Service on January 5, 2019. The state-wide eligible list will be used to fill vacancies in Suffolk County and state-wide school districts.

The last filing date is November 21, 2018. Interested candidates may apply on the New York State Civil Service Website: www.cs.ny.gov.

Promotional Candidates must apply on the Suffolk County Civil Service Website: www.suffolkcountyny.gov/civilservice and the NYS Civil Service Website.

**SUBSTITUTE SCHOOL CROSSING GUARDS**
The Suffolk County Police Department is seeking candidates for the position of substitute School Crossing Guard. Substitute School Crossing Guards work on an on-call basis. The hourly rate of pay as of 07/01/16 is $13.27. There is a guarantee of 3.0 hours for every assignment. No other benefits are available. Typical work activities include regulating the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk; reporting traffic incidents to police authorities for appropriate action; noting unusual or suspicious occurrences or actions of individuals and alerting police in cases of observed or suspected violations of law and ordinances. Candidates must be able to read and write English. At the time of appointment, and during employment, employees must possess a valid license to operate a motor vehicle in New York State. Prior to appointment, there will be qualifying psychological and medical evaluations as well as an in-depth background investigation. Interested candidates may apply for a position at the police precinct in which they reside.

**LAST FILING DATE: NOVEMBER 7, 2018**

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<thead>
<tr>
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<th>TITLE</th>
<th>WRITTEN TEST DATE: DECEMBER 1, 2018</th>
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<tbody>
<tr>
<td>2701</td>
<td>DRUG COUNSELOR OC</td>
<td>ANNUAL SALARY</td>
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<tr>
<td></td>
<td></td>
<td>$44,088 Grade 19**</td>
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<tr>
<td>2700</td>
<td>DRUG COUNSELOR (SPANISH SPEAKING) OC</td>
<td>$44,088 Grade 19**</td>
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**LAST FILING DATE: DECEMBER 5, 2018**

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<tr>
<th>SPECIFICATION#</th>
<th>TITLE</th>
<th>TRAINING &amp; EXPERIENCE</th>
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<tr>
<td>2020</td>
<td>PUBLIC HEALTH NURSE I OC</td>
<td>ANNUAL SALARY</td>
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<td>$57,933 Grade 21 Step 2</td>
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**LAST FILING DATE: OCTOBER 31, 2018**

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<th>WRITTEN TEST DATE: DECEMBER 8, 2018</th>
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<tr>
<td>0802</td>
<td>LIBRARY CLERK OC</td>
<td>ANNUAL SALARY</td>
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<td>0800</td>
<td>LIBRARY CLERK (SPANISH SPEAKING) OC</td>
<td>Usual Annual Salary $24,784-$45,909**</td>
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**LAST FILING DATE: NOVEMBER 16, 2018**

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<th>SPECIFICATION#</th>
<th>TITLE</th>
<th>WRITTEN TEST DATE: JANUARY 5, 2019</th>
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<td>7533</td>
<td>DIRECTOR OF FACILITIES III PR</td>
<td>ANNUAL SALARY</td>
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<td></td>
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<td>Usual Annual Salary $90,000 - $158,311*</td>
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**LAST FILING DATE: NOVEMBER 28, 2018**

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<th>SPECIFICATION#</th>
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<tr>
<td>5175</td>
<td>ELECTRICAL INSPECTOR OC</td>
<td>ANNUAL SALARY</td>
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<td>5138</td>
<td>SENIOR LIGHTING INSPECTOR PR</td>
<td>Usual Annual Salary $54,816**</td>
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**LAST FILING DATE: DECEMBER 12, 2018**

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<th>SPECIFICATION#</th>
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<tr>
<td>0178</td>
<td>PUBLIC SAFETY DISPATCHER II PR</td>
<td>ANNUAL SALARY</td>
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<td>0179</td>
<td>PUBLIC SAFETY DISPATCHER III PR</td>
<td>$42,126** Grade 18</td>
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<td>0172</td>
<td>SENIOR FIRE HOUSE ATTENDANT PR</td>
<td>$46,104** Grade 20</td>
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<tr>
<td></td>
<td></td>
<td>Usual Annual Salary $43,572-57200**</td>
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**APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:**

<table>
<thead>
<tr>
<th>SPECIFICATION #</th>
<th>TITLE</th>
<th>ANNUAL SALARY</th>
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<tbody>
<tr>
<td>2670</td>
<td>EMERGENCY MEDICAL TECHNICIAN (BASIC) OC</td>
<td>Usual Annual Salary $35,360-$48,750**</td>
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<tr>
<td>2673</td>
<td>EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC</td>
<td>Usual Annual Salary $35,360-$48,750**</td>
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</table>
EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC
Usual Annual Salary $35,360-$48,750**

MEDICAL SERVICES SPECIALIST OC
Annual Salary $57,472 Grade 23 Step 2

OC - OPEN-COMPETITIVE
* SALARY EFFECTIVE 6/1/2018
PR - PROMOTIONAL
** SALARIES VARY BY JURISDICTION

TRAINING & EXPERIENCE – LAST FILING DATE: DECEMBER 5, 2018

PUBLIC HEALTH NURSE I OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Nursing.

Necessary Special Requirements
At the time of appointment and during employment in this title, candidates must possess a Professional Registered Nurse's License issued by the New York State Education Department. At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York State. Candidates must meet federal and New York State employee health requirements, including but not limited to immunizations, for the programs in which they are assigned.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

WRITTEN TEST DATE: DECEMBER 8, 2018

LIBRARY CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

LIBRARY CLERK (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

WRITTEN TEST DATE: DECEMBER 1, 2018

DRUG COUNSELOR OC REQUIRES: Current certification from NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC)*, or possession of the requirements necessary to be designated as a Qualified Health Professional (QHP)* as defined in Title 14 NYCRR Part 800.3 (L), with one (1) year of experience or satisfactory completion of a training program in the treatment of substance use disorders.

Necessary Special Requirements
At time of appointment and during employment in this title, candidates are required to maintain status as a QHP. Depending on the nature of the assignment, at the time of appointment and throughout employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. Candidates may be subject to a background investigation.

*Please attach to the application a copy of your current Credentialed Alcoholism and Substance Abuse Counselor certification or satisfaction of requirements to be designated as a Qualified Health Professional.

DRUG COUNSELOR (SPANISH SPEAKING) OC REQUIRES: Current certification from NYS Office of Alcohol and Substance Abuse Services (OASAS) as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC)*, or possession of the requirements necessary to be designated as a Qualified Health Professional (QHP)* as defined in Title 14 NYCRR Part 800.3 (L), with one (1) year of experience or satisfactory completion of a training program in the treatment of substance use disorders.

Necessary Special Requirements
At time of appointment and during employment in this title, candidates are required to maintain status as a QHP. Depending on the nature of the assignment, at the time of appointment and throughout employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State. Candidates may be subject to a background investigation.

*Please attach to the application a copy of your current Credentialed Alcoholism and Substance Abuse Counselor certification or proof of satisfaction of requirements to be designated as a Qualified Health Professional.
DIRECTOR OF FACILITIES III PR REQUIRES: To be eligible for appointment from the promotion eligible list a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Assistant Plant Facilities Administrator for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Note to applicants: You must apply for both the statewide open-competitive examination and this promotion examination. Even if you are only interested in a promotion, you MUST take the corresponding statewide examination for the title listed above and you MUST meet the minimum qualifications. Information on how to apply for the statewide open-competitive examination can be found at www.cs.ny.gov. Even though you must apply for both the statewide open-competitive examination and promotion examinations, you only have to take one examination which will be used to establish both the statewide open-competitive and the promotion eligible list for the Director of Facilities III title.

ELECTRICAL INSPECTOR OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Electrical Engineering, and one (1) year of experience in the maintenance, installation or inspection of structural electrical systems; or, (b) Graduation from a standard senior high school, vocational school or possession of a high school equivalency diploma, and five (5) years of experience in the maintenance, installation or inspection of structural electrical systems; or,

(c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Education with courses in an electrician program* at a trade school that is accredited, registered or licensed by a State Education Department may be substituted for experience beyond high school, to a maximum of two (2) years.

Necessary Special Requirements

At the time of appointment, and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach to the application a copy of your courses from an accredited, registered or State Education Department licensed electrician program.

SENIOR LIGHTING INSPECTOR PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Lighting Inspector for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirements

Candidates must possess a valid New York State driver’s license at the time of appointment and throughout the period of employment. All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Fire Fighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

PUBLIC SAFETY DISPATCHER II PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Public Safety Dispatcher I for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement

Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position.

PUBLIC SAFETY DISPATCHER III PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Public Safety Dispatcher II for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement

Candidates must be free of any speech, hearing or vision defects which would impair their functioning in this position.
SENIOR FIRE HOUSE ATTENDANT PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Fire House Attendant for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirements
Candidate must be free of any speech or hearing defect which would impair their functioning in this position. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.

CONTINUOUS RECRUITMENT

EMERGENCY MEDICAL TECHNICIAN (BASIC) OC REQUIRES: Possession of one of the following certificates* issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care; or Emergency Medical Technician-Paramedic.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.
5. Candidates for Emergency Medical Technician-Critical Care must have completed the Suffolk Regional Emergency Medical Advisory committee’s (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.

EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC REQUIRES: Possession of an Emergency Medical Technician-Paramedic Certificate issued by the New York State Department of Health.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory committee’s (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.
**MEDICAL SERVICES SPECIALIST OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's or Master's Degree* in Nursing or other health or human services field, plus two (2) years of experience as a registered professional nurse in home health care and/or the review of home health care services for medical necessity or in the delivery of preventive health care services. Experience must have been gained within the last ten (10) years.

**Necessary Special Requirements**

At the time of appointment and during employment in this title, employees must possess a Registered Nurse's license issued by the State of New York. Employees must also possess and maintain a valid license to operate a motor vehicle in New York State. *Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach a copy of your currently valid New York State Registered Nurse’s license.

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