ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY
December 20, 2019

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:

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/Departments/Civil-Service

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 http://www.suffolkcountyny.gov/Departments/Civil-Service 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.)

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: JANUARY 15, 2020

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<th>TITLE</th>
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LAST FILING DATE: APRIL 15, 2020

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APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:

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OC - OPEN-COMPETITIVE

* PER 2011 CONTRACT
**SALARIES VARY BY JURISDICTION**

**TRAINING & EXPERIENCE-LAST FILING DATE: JANUARY 15, 2020**

**MEDICAL PROGRAM ADMINISTRATOR OC** REQUIRES: Possession of a license to practice medicine* in the State of New York and two (2) years of experience as a licensed physician in the field of assignment.

Note: Board Eligibility** in a recognized specialty such as Pediatrics, Preventive Medicine, or Internal Medicine may be substituted for one (1) year of the experience in the field of assignment; Board Certification** in a recognized specialty such as Pediatrics, Preventive Medicine, or Internal Medicine may be substituted for two (2) years of the experience in the field of assignment.

*Please attach to the application a copy of your currently valid medical license and registration issued by the State of New York. **Please submit documentation including a copy of the letter of admission to the Board examination and/or proof of Board Certification.

**PUBLIC HEALTH NURSE 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 Health Nurse I or Public Health Nurse I (Spanish Speaking) for at least two (2) years or as a Public Health Nurse Coordinator for at least one (1) year in the Suffolk County Department of Health Services preceding the last filing date.

**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.

Candidate must complete 15 hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment.

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.

**AIRPORT SECURITY DIRECTOR OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, and ten (10) years of law enforcement experience from an accredited law enforcement agency, two (2) years of which must be in a supervisory position relating to airport law enforcement such as: airport operations, aviation, emergency services, bomb squad or related experience.

**Necessary Special Requirements**

Candidate must be at least 21 years of age at the time of appointment. 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. Candidate must be a United States Citizen at the time of appointment. At the time of appointment to a position designated in Section 2.10 of New York State Criminal Procedure Law as having peace officer status, open-competitive candidates will be required to possess a valid Suffolk County Pistol Permit. Employees must maintain the permit throughout employment in this title. Open-competitive candidates will be required to successfully complete a CPR/AED Course given by the American Heart Association (AHA) or equivalent health care provider during the first year of employment. Employees in this title must maintain this certification throughout employment. After open-competitive appointment, persons designated as peace officers in Section 2.10 of New York State Criminal Procedure Law will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council. *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.

**AIRPORT SECURITY GUARD OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and either: (a) Thirty (30) credits* from a college with federally-authorized accreditation or registration by NY State, which includes at least twelve (12) credits in Criminal Justice; or, (b) Three (3) years of experience as a security guard; or, (c) Two (2) years of experience involving security guard responsibilities within a commercial airport; or (d) One (1) year of experience as a peace or police officer.

**Necessary Special Requirements:** Candidates must be at least 21 years of age at the time of appointment. 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. Candidate must be a United States Citizen at the time of appointment. At the time of appointment to a position designated in Section 2.10 of New York State Criminal Procedure Law as having peace officer status, candidates will be required to possess a valid Suffolk County Pistol Permit and maintain the permit throughout employment in this title. Candidate will be required to successfully complete a CPR/AED Course given by the American Heart Association (AHA) or equivalent health care provider during the first year of employment, and must maintain this certification throughout employment in this title. After appointment, persons designated as peace officers in Section 2.10 of New York State Criminal Procedure Law will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council. *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.
ASSISTANT SUPERINTENDENT OF RECREATION 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 Recreation Program Coordinator for at least one (1) year or as a Recreation Supervisor for at least two (2) years in the jurisdiction in which the candidate seeks promotion for immediately preceding the written examination date.

COLLEGE PUBLIC SAFETY OFFICER 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 College Public Safety Officer II in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirements
Possession of a valid New York State driver’s license at the time of appointment; appointees must maintain a valid license throughout their employment in this title. Upon appointment, candidates must apply for, and maintain registration as a guard with the New York State Department of State, Division of Licensing Services.

FOOD SERVICE SUPERVISOR OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and six (6) years of experience in commercial or institutional food preparation, at least two (2) years of which must have been in a supervisory capacity.

Food Service Supervisor

Note: Additional education* in hotel, restaurant or food service management from a college with federally-authorized accreditation or registration by NY State will be substituted for non-supervisory experience on a year-for-year basis.

Necessary Special Requirements
Candidates employed in a school must attend ongoing continuing education/training as required by the Food and Nutrition Service of the United States Department of Agriculture.

*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.

HEALTH FINANCIAL ANALYST OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in Business Administration, Finance, Accounting, Health Administration, Public Health, or a related field and two (2) years of experience in the analysis of financial statements, medical billing, or in the collection of revenues from Medicare/Medicaid or other third-party insurers; or, (b) Possession of a satisfactory certification** in medical billing or coding, and four (4) years of experience in the analysis of financial statements, medical billing, or in the collection of revenues from Medicare/Medicaid or other third-party insurers.

Notes: Additional relevant education* from a college with federally-authorized accreditation or registration by NY State may be substituted for experience on a year-for-year basis up to a maximum of one (1) year.

**Satisfactory certification shall be interpreted as a certification that sufficiently demonstrates the candidate has completed education, experience, and/or training necessary to obtain thorough knowledge of the principals, practices, and methods of medical billing or coding.

*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 certification in medical billing or coding.

RECREATION PROGRAM PLANNER OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in planning group recreational programs, one (1) year of which must have included program and/or facility supervision.

SCHOOL LUNCH MANAGER OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* in nutrition, nutrition education, food service management, dietetics, family and consumer sciences, culinary arts, business or a related field; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree* and a NY State recognized certification as a Dietician/Nutritionist**; or, (c) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor’s Degree and five (5) years of experience in the management of school nutrition programs.

Necessary Special Requirements
Candidates must attend ongoing continuing education/training as required by the Food and Nutrition Service of the United States Department of Agriculture.

*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 current NY State certification as a Dietician/Nutritionist.

SCHOOL SECURITY GUARD OC REQUIRES: Seven (7) years of experience as a peace or Police Officer from a jurisdiction within the State of New York.
Necessary Special Requirement
There will be a qualifying psychological evaluation*.
*At the discretion of the Appointing Authority, the qualifying psychological evaluation may be waived for candidates who have a valid New York State MPTC certification, within the following guidelines:

(a) Pursuant to §2.30 6) of Criminal Procedure Law:
   - Separated for less than 2 years after having served for less than 2 consecutive years as a peace officer in NYS, or;
   - Separated for less than 4 years after having served as a peace officer in NYS for more than 2 consecutive years

(b) Pursuant to §209-q 1) b) of General Municipal Law:
   - Separated for less than 2 years after having served for less than 2 consecutive years as a police officer in NYS, or;
   - Separated for less than 4 years after having served as a police officer in NYS for more than 2 consecutive years, or;
   - Up to 10 years after separation with an approved police officer refresher course.

Special Requirements to Carry or Possess Firearms: School Security Guards may carry or possess firearms while on duty if authorized to do so by the Appointing Authority and a license has been issued pursuant to §400 of Penal Law. Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

**SECURITY GUARD OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements
Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained throughout employment in this title.

Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title.

**SENIOR AIRPORT SECURITY GUARD 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 an *Airport Security Guard* in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**SENIOR INSTRUMENTATION TECHNICIAN 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 an *Instrumentation Technician* in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**SENIOR TOWN PUBLIC SAFETY AGENT OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience as a guard or watchman.

Necessary Special Requirements
Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained throughout employment in this title. Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title.

**SOCIAL SERVICES EXAMINER V PR** REQUIRE: 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 *Social Services Examiner IV* in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**TOWN PUBLIC SAFETY AGENT OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirements
Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained throughout employment in this title. Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title.

**TOWN PUBLIC SAFETY AGENT 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 Guard, Security Guard or Senior Guard in a Town in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

Necessary Special Requirements
Depending upon assignment, possession of a valid New York State driver's license at time of appointment; if required, license must be maintained throughout employment in this title. Upon appointment, candidates must apply for registration as a guard with the New York State Department of State, Division of Licensing Services, and maintain said license throughout employment in this title.

**SCHOOL COMMUNICATIONS AIDE OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma plus one (1) year of experience in the operation and/or maintenance of audiovisual, multi-media, computer or

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**WRITTEN TEST DATE:** MARCH 7, 2020

**SCHOOL COMMUNICATIONS AIDE OC** REQUIRES: Either: (a) Graduation from a standard senior high school or possession of a high school equivalency diploma plus one (1) year of experience in the operation and/or maintenance of audiovisual, multi-media, computer or
electronic office equipment; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma plus thirty (30) credits* from a college with federally-authorized accreditation or registration by NY State, including at least six (6) credits in Office Technology, Computer Technology, Computer Science, Electrical Technology or a related field; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: A certificate* from a vocational program in Office Technology, Computer Technology, Computer Science, Electrical Technology or a related field may be substituted for the one (1) year of experience. Candidates must have graduated from high school or possess a high school equivalency diploma.

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

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**WRITTEN TEST DATE: JUNE 6, 2020**

**DEPUTY SHERIFF I OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Department of Education by the date of appointment.  
Special Age Requirement: Candidates must be at least 19 years and 6 months old on or before the date of the written test. Pursuant to Section 54 of Civil Service Law, applicants within six months of the minimum age will be permitted into the competition. Therefore, candidates who will be 19 years of age by the exam date will be eligible. Eligibility for appointment as a Deputy Sheriff I begins when the candidate reaches age 20. Candidates who reach their 35th birthday before the date of the written exam are not eligible except as follows: Candidates may have a period of active military duty, up to seven years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.  
License Requirement: Possession of a valid New York State driver’s license at the time of appointment.  
Residence Requirement: There are no residence requirements to compete in this examination. However, pursuant to local law, only Suffolk County residents are eligible for appointment. To be deemed a resident of Suffolk County, an applicant must have been a legal resident of Suffolk County at the time of certification for appointment and for at least 90 calendar days prior thereto.  
Police Officer Training Course Requirement: After appointment, candidates will be required to successfully complete a Police Officer Training Course recognized by the New York State Municipal Training Council.  
Citizenship Requirement: Candidates must be United States citizens at the time of appointment.  
Note: Pursuant to the provisions of Section 217A of the County Law, candidates who have been convicted of a felony will be barred from appointment and candidates who have been convicted of a misdemeanor may be barred from employment.  

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**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 (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-Critical Care and 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.

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-Critical Care and 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 to the application a copy of your current New York State Registered Nurse’s license.

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.

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