

SUFFOLK COUNTY DEPARTMENT OF



CIVIL SERVICE

Steven Bellone
Suffolk County Executive

ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY JUNE 27, 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.)

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: JULY 11, 2018

<u>SPECIFICATION#</u>	<u>TITLE</u>
0759	NETWORK AND SYSTEMS SPECIALIST I OC
0759	NETWORK AND SYSTEMS SPECIALIST I PR
2321	PHYSICAL THERAPIST OC
2320	PHYSICAL THERAPIST ASSISTANT OC

TRAINING & EXPERIENCE
ANNUAL SALARY

Usual Annual Salary \$50,000**
Usual Annual Salary \$50,000**
Usual Annual Salary \$61,181**
Usual Annual Salary \$36,101**

LAST FILING DATE: JULY 25, 2018

<u>SPECIFICATION#</u>	<u>TITLE</u>
0407	DIRECTOR OF CLASSIFICATION PR
2262	FORENSIC SCIENTIST I (BIOLOGICAL SCIENCES) OC
2044	PUBLIC HEALTH NURSE COORDINATOR PR
2014	REGISTERED NURSE SUPERVISOR CLINIC OC
7465	WASTEWATER TREATMENT PLANT OPERATOR (3A) OC
7465	WASTEWATER TREATMENT PLANT OPERATOR (3A) PR

TRAINING & EXPERIENCE
ANNUAL SALARY

\$81,751	Grade 34
\$69,573	Grade 21 Step 8
\$50,271	Grade 22
\$50,271	Grade 22
\$40,459	Grade 15 Step 1
Usual Annual Salary \$59,404**	
\$40,459	Grade 15 Step 1
Usual Annual Salary \$59,404**	

LAST FILING DATE: AUGUST 1, 2018

<u>SPECIFICATION#</u>	<u>TITLE</u>
2041	CLINICAL NURSE PRACTITIONER OC

TRAINING & EXPERIENCE
ANNUAL SALARY

\$60,514	Grade 27
----------	----------

LAST FILING DATE: AUGUST 1, 2018

<u>SPECIFICATION#</u>	<u>TITLE</u>
3707	SENIOR NEIGHBORHOOD AIDE OC

WRITTEN TEST DATE: SEPTEMBER 8, 2018
ANNUAL SALARY

\$40,271	Grade 17
Usual Annual Salary \$42,169**	

LAST FILING DATE: AUGUST 8, 2018

<u>SPECIFICATION#</u>	<u>TITLE</u>
0050	JUSTICE COURT CLERK OC
0052	JUSTICE COURT CLERK (SPANISH SPEAKING) OC

WRITTEN TEST DATE: SEPTEMBER 15, 2018
ANNUAL SALARY

Usual Annual Salary \$46,284-\$58,552**
Usual Annual Salary \$46,284-\$58,552**

LAST FILING DATE: AUGUST 29, 2018

<u>SPECIFICATION#</u>	<u>TITLE</u>
0521	COMPUTER LABORATORY ASSISTANT OC

WRITTEN TEST DATE: OCTOBER 6, 2018
ANNUAL SALARY

Usual Annual Salary \$24,877-\$48,036**

APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:

<u>SPECIFICATION #</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>
2670	EMERGENCY MEDICAL TECHNICIAN (BASIC) OC	Usual Annual Salary \$35,360-\$48,750**
2673	EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC	Usual Annual Salary \$35,360-\$48,750**
2674	EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC	Usual Annual Salary \$35,360-\$48,750**
2641	MEDICAL SERVICES SPECIALIST OC	Annual Salary \$57,472 Grade 23 Step 2

OC -	OPEN-COMPETITIVE	* SALARIES EFFECTIVE 6/1/2017
PR -	PROMOTIONAL	** SALARIES VARY BY JURISDICTION

TRAINING & EXPERIENCE – LAST FILING DATE: JULY 11, 2018

NETWORK AND SYSTEMS SPECIALIST I OC REQUIRES: Either: (A) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* which includes or is supplemented by twelve (12) credits in information technology or a computer related field; or, (B) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; or, (C) An equivalent combination of education and experience as defined by the limits of (A) and (B).

Note: Coursework in information technology from a non-degree-granting computer training institution* may be accepted based upon credit hour equivalence.

Special Note: Because of the rapid evolution of technology in this field, qualifying experience must have been gained within the last six (6) years.

*Please attach to the application a copy of your college transcript(s) or coursework in information technology from a non-degree-granting computer training institution which must have your name, college/institution name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

NETWORK AND SYSTEMS SPECIALIST I 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 Network and Systems Technician in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the last filing date.

PHYSICAL THERAPIST OC REQUIRES: Possession of a license to practice physical therapy in the State of New York.

Necessary Special Requirement

At the time of appointment and during employment in this title candidates must be registered to practice physical therapy in the State of New York.

*Please attach to the application a copy of your current Physical Therapist license issued by 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.

PHYSICAL THERAPIST ASSISTANT OC REQUIRES: Possession of a license to practice as a Physical Therapist Assistant in the State of New York.

Necessary Special Requirement

At the time of appointment and during employment in this title, candidates must be registered to practice as a Physical Therapist Assistant in the State of New York.

*Please attach to the application a copy of your current Physical Therapist Assistant license issued by 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.

TRAINING & EXPERIENCE – LAST FILING DATE: JULY 25, 2018

DIRECTOR OF CLASSIFICATION 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 in the Suffolk County Department of Civil Service as a Chief Personnel Analyst (Classification) for at least two (2) years or as a Principal Personnel Analyst for at least four (4) years immediately preceding the last filing date.

FORENSIC SCIENTIST I (BIOLOGICAL SCIENCES) OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree* in one of the natural or forensic sciences, including or supplemented by twelve (12) credit hours in biochemistry, genetics, molecular biology, and either statistics or population genetics, and one (1) year of professional

experience** in forensic biology; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in one of the natural or forensic sciences, including or supplemented by twelve (12) credit hours in biochemistry, genetics, molecular biology, and either statistics or population genetics, and two (2) years of professional experience** in forensic biology.

Note: **Professional experience is defined as experience involving independent responsibility for the analysis of evidence or specimens, and may include signing and issuing reports. Qualifying 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 will be required to possess a valid license to operate a motor vehicle in New York State. Candidates will be subject to a background investigation.

*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.

PUBLIC HEALTH NURSE COORDINATOR 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 for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately 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.

REGISTERED NURSE SUPERVISOR CLINIC OC REQUIRES: Four (4) years of experience as a Registered Nurse*, two (2) years of which must have been in ambulatory care.

Necessary Special Requirement

Candidates must possess a Registered Nurse license issued by the State of New York. Current registration must be maintained throughout the term of employment.

*Please attach to the application a copy of your New York State Registered Nurse license.

WASTEWATER TREATMENT PLANT OPERATOR (3A) OC REQUIRES: Possession of a Type 3A or 4A Wastewater Treatment Plant Operator's certificate* issued by the New York State Department of Environmental Conservation.

Necessary Special Requirements

Candidates must maintain a Grade 3A or 4A Certificate, issued by the New York State Department of Environmental Conservation, while employed in this title. Depending upon the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your Type 3A or 4A Wastewater Treatment Plant Operator's certificate issued by the New York State Department of Environmental Conservation.

WASTEWATER TREATMENT PLANT OPERATOR (3A) PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent status as a Senior Wastewater Treatment Plant Helper for at least two (2) years or as a Wastewater Treatment Plant Helper for at least four (4) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

Note: Candidates must possess a Type 3A or 4A Wastewater Treatment Plant Operator's certificate, issued by the New York State Department of Environmental Conservation.

Necessary Special Requirements

Candidates must maintain a Grade 3A or 4A Certificate, issued by the New York State Department of Environmental Conservation, while employed in this title. Depending upon the assignment, at the time of appointment and during employment in this title, employees may be required to possess a valid license to operate a motor vehicle in New York State.

TRAINING & EXPERIENCE – LAST FILING DATE: AUGUST 1, 2018

CLINICAL NURSE PRACTITIONER OC REQUIRES: Graduation from a college with a federally-authorized accreditation or registration by NY State with a Master's Degree* in Nursing with a specialization in a definite area of practice, and a minimum of either: One (1) year of clinical practice as a certified nurse practitioner in the area of specialization (not including training) or two (2) years of experience in general clinical nursing (as a Registered Nurse); one (1) year of which must have been in the area of specialization.

Necessary Special Requirements

At the time of appointment and during employment in this title, candidates must possess a Certification as a Nurse Practitioner by the New York State Education Department. The clinical specialty relevant to the specific position will be determined by the department. 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. Candidates 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. Depending upon assignment, candidates may be required to meet the New York State Education Department's pharmacotherapeutic requirements for writing prescriptions. Depending upon assignment, candidates may be required to be credentialed by the Suffolk County Department of Health Services' Compliance Bureau Credentialing Committee, and maintain this credential throughout employment in the assignment. 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. 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: SEPTEMBER 8, 2018

SENIOR NEIGHBORHOOD AIDE OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in public administration including responsibility for program administration, or in the performance of community or social service work; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Necessary Special Requirement

Depending upon the nature of the position under consideration, employees at the time of appointment and during employment in this title may be required to possess 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.

WRITTEN TEST DATE: SEPTEMBER 15, 2018

JUSTICE COURT CLERK OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in general clerical work.

Note: Relevant additional education* from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis.

*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.

JUSTICE COURT CLERK (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in general clerical work.

Note: Relevant additional education* from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year for year basis.

*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: OCTOBER 6, 2018

COMPUTER LABORATORY ASSISTANT OC REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree* including or supplemented by 12 credits in computer science or a related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience assisting individuals in the utilization of a variety of personal computer based software; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

*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.

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. 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.
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-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.
