ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY
JULY 22, 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: http://www.suffolkcountyny.gov/Departments/Civil-Service 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/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.
APPLICANTS 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 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: AUGUST 7, 2019

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LAST FILING DATE: AUGUST 21, 2019

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At the time of appointment and during employment in this title, candidates must possess a valid license to operate a motor vehicle in New York State. Candidates must possess a valid license to operate a motor vehicle in New York State.

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.

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

Necessary Special Requirements
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 Physician’s Assistant Registration Certificate issued by New York State at time of appointment and throughout employment in this position. 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 throughout employment in this title, employees are 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.

**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

TRAINING & EXPERIENCE-LAST FILING DATE: AUGUST 21, 2019

MEDICAL FORENSIC INVESTIGATOR OC REQUIRES: Possession of a Physician's Assistant Registration Certificate** issued by New York State, and one (1) year of experience as a Physician's Assistant certified by the National Commission on Certification of Physician's Assistants or otherwise certified experience.

Necessary Special Requirements
Possession of a Physician’s Assistant Registration Certificate issued by New York State at time of appointment and throughout employment in this position. 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 throughout employment in this title, employees are 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.
**Please attach to the application a copy of your Physician’s Assistant Registration Certificate issued by New York State.

SUPERVISING MEDICAL FORENSIC INVESTIGATOR 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 Medical Forensic Investigator in the Suffolk County Medical Examiner’s Office for at least two (2) years immediately preceding the last filing date.

Necessary Special Requirements
Possession of a Physician's Assistant Registration Certificate issued by New York State at time of appointment and throughout employment in this position.
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 will be required to possess a valid license to operate a motor vehicle in New York State.

WRITTEN TEST DATE: SEPTEMBER 7, 2019

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirement
Depending upon 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.

WRITTEN TEST DATE: SEPTEMBER 21, 2019

ACCOUNT CLERK OC REQUIRES: Either: a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts or journals; or, b) Two (2) years of clerical experience and six (6) credits in accounting from a college with federally authorized accreditation or registration by NY State.*
Note: Education beyond high school from a college with federally authorized accreditation or registration by NY State, or otherwise demonstrate their ability to meet the transportation needs of the job.
*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.

ACCOUNT CLERK (SPANISH SPEAKING) OC REQUIRES: Either: a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts or journals; or, b) Two (2) years of clerical experience, and six (6) credits in accounting from a college with federally authorized accreditation or registration by NY State.*
Note: Education beyond high school from a college with federally authorized accreditation or registration by NY State, or otherwise demonstrate their ability to meet the transportation needs of the job.
*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 28, 2019

**ADMINISTRATIVE AIDE OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*.

*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.

**ADMINISTRATOR 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 Suffolk County government or Suffolk County Community College employee as a(n) Administrative Aide, Chief Office Assistant or Real Property Recorder IV for at least two years or as a Suffolk County government or Suffolk County Community College employee as a Principal Account Clerk, Principal Legal Secretary or Secretarial Assistant for at least three (3) years immediately preceding the written examination date.

**ADMINISTRATOR 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 Suffolk County government or Suffolk County Community College employee as an Administrator I for at least two (2) years immediately preceding the written examination date.

**ADMINISTRATOR 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 Suffolk County government or Suffolk County Community College employee as an Administrator II or Payroll Manager for at least two (2) years or as a Suffolk County government or Suffolk County Community College employee as a Payroll Supervisor for at least four (4) years immediately preceding the written examination date.

**ADMINISTRATOR IV 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 Suffolk County government or Suffolk County Community College employee as an Administrator III for at least two (2) years immediately preceding the written examination date.

**ASSISTANT BUDGET DIRECTOR 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 Chief Budget Examiner, Chief Executive Analyst or Chief Financial Analyst for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**ASSISTANT COMMISSIONER OF HEALTH SERVICES (PROGRAM EVALUATION) OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's degree*, and eight (8) years of administrative (policy-making) experience in the planning and evaluation of health programs.

Note: Additional relevant education may 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.

**ASSISTANT DIVISION ADMINISTRATOR OF SOCIAL SERVICES 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 Social Services Examiner V, Bureau Director of Social Services, Medical Services Bureau Director, Child Support Specialist IV, Investigator IV, or Social Work Training Director for at least two (2) years or as a Social Services Examiner IV, Assistant Social Work Training Director, Assistant Bureau Director of Social Services or Assistant Medical Services Bureau Director for at least four (4) years immediately preceding the written examination.

**COMMUNITY DEVELOPMENT PROGRAM ANALYST OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, and four (4) years of experience in management or program analysis, program evaluation, budgetary analysis, planning, urban affairs or other related fields; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and eight (8) years of experience in management or program analysis, program evaluation, budgetary analysis, planning, urban affairs or other related fields; 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.

**CONTRACTS TECHNICIAN OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and three (3) years of experience in maintaining financial records, accounts, or journals, budgeting, or contract and/or claims processing, one (1) year of which must have involved contracts review, preparation, interpretation or administration.
DIRECTOR OF PREVENTION, EDUCATION AND TRAINING OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* and eight (8) years of professional experience in public and/or mental health prevention, education and training programs, at least four (4) years of which must have been in an administrative or supervisory capacity.

*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.

DIVISION ADMINISTRATOR OF SOCIAL SERVICES 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 Assistant Division Administrator of Social Services, Assistant Commissioner of Social Services or Senior Assistant to Commissioner of Social Services for at least two (2) years or as a Social Services Examiner V, Bureau Director of Social Services or Medical Services Bureau Director for at least four (4) years immediately preceding the written examination date.

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

Necessary Special Requirement

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.

HEALTH PROGRAM ANALYST I OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*, and two (2) years of experience in health administration, including policy analysis, planning, management analysis, operations research or program evaluations.

Note: Additional graduate education* from a college with federally-authorized accreditation or registration by NY State in Health Administration or a related field 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.

LEGISLATIVE ANALYST OC REQUIRES: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree* and three (3) years of experience in the analysis of programs, research, management, finance, personnel, policy, and/or budgeting, two (2) years of which must have been in the public sector or government; or, (b) 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 analysis of programs, management, finance, personnel, policy, and/or budgeting, three (3) years of which must have been in the public sector or government; 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.

LEGISLATIVE ANALYST 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 Assistant Legislative Analyst for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

PRINCIPAL ENGINEERING AIDE OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of relevant experience in civil engineering, wastewater/sanitation, construction management, highways, materials testing, sub-soil investigations, or groundwater investigations.

Note: Additional education* from a college with federally-authorized accreditation or registration by NY State in Engineering, Architecture, Construction Management, Chemistry, Biology, Physics, Hydrology, Geology, Environmental Science or a related field may be substituted for experience on a year-for-year basis.

Necessary Special Requirement

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.

PRINCIPAL ENGINEERING AIDE 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 Senior Engineering Aide for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement

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.
SENIOR ENGINEERING AIDE OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of relevant experience in civil engineering, wastewater/sanitation, construction management, highways, materials testing, sub-soil investigations, or groundwater investigations. Note: Additional education* from a college with federally-authorized accreditation or registration by NY State in Engineering, Architecture, Construction Management, Chemistry, Biology, Physics, Hydrology, Geology, Environmental Science or a related field may 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.

Necessary Special Requirement
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.

SENIOR ENGINEERING AIDE 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 Engineering Aide for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

Necessary Special Requirement
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.

WRITTEN TEST DATE: OCTOBER 5, 2019

OFFICE ASSISTANT* OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma. Necessary Special Requirement
To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within one (1) month of appointment; employees must maintain this certification while employed in this title.

OFFICE ASSISTANT (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma. Necessary Special Requirement
To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within one (1) month of appointment; employees must maintain this certification while employed in this title.

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.

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