



CATTARAUGUS COUNTY CIVIL SERVICE

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

Julie J. Carr, Personnel Officer

NURSING HOME ADMINISTRATOR-#082119

Filing Date:

Applications received by mail must be postmarked no later than **08/21/2019**.

Applications submitted electronically must be completed no later than **08/21/2019 11:59 PM**

Exam Date:

Examinations will be held on **08/21/2019 11:59 PM**

Salary:

\$80,000 - \$120,000 per year

Vacancy: Eligible List may be used to fill vacancies which may occur within the Cattaraugus County Department of Nursing Homes, Olean and/or Machias, NY. There currently exists a vacancy in Olean, NY.

Fee Required: The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars (\$15)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". Cash Will Not Be Accepted.

Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, Do Not Apply for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:

<https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

Residency: Preference in appointment may be given to successful candidates who have been, at the time of examination and for at least one month prior thereto, a resident of the jurisdiction in which the vacancy exists.

Duties: This is an administrative position involving responsibility for planning, organizing, directing, managing the operation, and implementing the policies of a nursing facility. This includes making operating decisions, providing general supervision, employing and discharging staff, programming, and, where appropriate, integrating the services of the nursing home with the community's health resources. Work is performed in accordance with established policies with wide leeway permitted for the exercise of independent judgement. The work is carried out under the general direction of the Director of the Department of Nursing Homes. A Nursing Home

Administrator does related work as required.

Minimum Qualifications: Possession of a license granted by the New York State Board of Examiners of Nursing Home Administrators to practice as a Nursing Home Administrator in New York State.

THERE WILL BE NO WRITTEN TEST FOR THIS EXAMINATION. The training and experience of candidates will be evaluated against the general background of the position. You must first fill out an application and return it to this Department on or before the final filing date. It is essential that you give complete and accurate information on the application form. You will not receive credit for vague or inaccurate information.

Subject of Examination: The only subject of examination will be an evaluation of your training and experience. You are, therefore, asked to include in your application a summary of all pertinent training and experience in sufficient detail so that your background may be evaluated against the duties of the position.

In your summary of training, include all college course work, formal in-service training, and seminars you have attended. You must specify either the number of credits received or the number of contact hours and dates of attendance. Also include a copy of your professional license or documentation indicating eligibility for licensure. Specify the date that your license was first issued.

In your summary of experience, you must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness and ambiguity will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

This examination is being prepared by the New York State Civil Service Department in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications will be accepted up to August 21, 2019, and may be obtained from the Civil Service website at: <https://www.cattco.org/human-resources/exam-info#application>. Candidates may choose to apply online at <https://cattco-portal.mycivilservice.com/>.

Cattaraugus County - An Equal Opportunity Employer

Issued: July 22, 2019

PARTICIPATION IN MULTIPLE EXAMINATIONS: If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application(s).

CANDIDATES PLEASE NOTE: Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *No credit may be granted after the establishment of the list* . It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.