CATTARAUGUS COUNTY CIVIL SERVICE
HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

HEAD NURSE / NURSE SUPERVISOR-#HN NS

Information on the Head Nurse / Nurse Supervisor positions

VACANCIES: The eligible lists established as a result of these examinations will be used to fill vacancies which may occur within the Department of Nursing Homes. The wages for these titles start as follows: Head Nurse $43.31 (Full-time) $43.31 (PT/Sub), Nurse Supervisor $44.71 (Full-time) $44.71 (PT/Sub).

APPLICATIONS ARE ACCEPTED CONTINUOUSLY AND EXAMINATIONS ARE HELD PERIODICALLY AS APPLICATIONS ARE RECEIVED.

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. 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 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 and may be downloaded from our website here.

DUTIES:

(HEAD NURSE)--The work involves directing nursing service activities including the preparation of nursing care plans in patient care units of the County Department of Nursing Homes. The work is performed under general direction or general supervision, depending on the staffing pattern on a particular shift, and requires the exercise of independent judgement in directing the activities of personnel involved in nursing services. Supervision is exercised over the work of registered nurses, practical nurses, nurse aides, volunteers, and clerical employees. A Head Nurse does related work as required.

(NURSE SUPERVISOR)--The work involves directing nursing activities on an assigned shift in a nursing facility of the County Department of Nursing Homes. The work is performed under general direction and requires the exercise of independent judgement in directing the activities of personnel involved in nursing services. Supervision is exercised over the work of registered nurses, practical nurses, nurse aides, volunteers, and clerical employees. A Nurse Supervisor does related work as required.

MINIMUM QUALIFICATIONS (*HEAD NURSE)*

Possession of a current license to practice as a registered professional nurse issued by the State of New York.

MINIMUM QUALIFICATIONS (*NURSE SUPERVISOR)*

Possession of a current license to practice as a registered professional nurse issued by the State of New York and one year of nursing experience.

Note: Experience as referenced above refers to full time, paid experience. Paid experience gained on a part-time basis will be pro-rated to determine eligibility. **Therefore candidates must be specific when reporting number of hours worked.**

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.

ELIGIBLE LISTS: Candidates who are successful in this examination and who meet the qualifications will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or on which they took the examination. The names of qualified candidates will remain on the eligible list for (1) one year.

THIS EXAMINATION IS ANNOUNCED AND WILL BE RATED IN ACCORDANCE WITH SECTION 23-2 OF THE CIVIL SERVICE LAW. THE PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE LAW, RULES AND REGULATIONS DEALING WITH THE RATING OF EXAMINATIONS WILL APPLY TO THIS EXAMINATION.

APPLICATIONS: Applications will be accepted on a continuous basis and may be completed online, or are availbale for download from the Civil Service web, here.

CATTARAUGUS COUNTY -- AN EQUAL OPPORTUNITY EMPLOYER

Reissued: August 2021

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.

APPLICATION REVIEW TOLERANCE POLICY-For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions: 1) Candidates will be given a maximum tolerance of one (1) month. 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience. 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information). 4) Tolerance Policy does not apply where required work experience is set forth by law or rules. 5) Tolerance Policy does not apply to enable applicants to meet residence requirements. 6) Experience gained after filing date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315

Educational and/or age requirements must be met within 12 months of the announced exam date. Eligibility for appointment will be subject to candidates providing proof that education and/or age requirements have been met within one year of the announced exam

date. If documentation does not prove that requirements were met within one year of exam date candidates will be removed from further eligibility for appointment.