ERIE COUNTY
CIVIL SERVICE OPPORTUNITIES
OPEN TO THE PUBLIC

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE $20.00 PROCESSING FEE
OR APPLICATION FEE WAIVER AND CERTIFICATION FORM
MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)
See reverse side of this announcement for fee waiver information

Assistant Director Health Information Management

NO. 64-283 $49,113 - $64,884

RESIDENCE REQUIREMENTS: THERE ARE NO RESIDENCY REQUIREMENTS FOR PARTICIPATION IN THIS EXAMINATION. At present there is one vacancy at the Erie County Medical Center.

MINIMUM QUALIFICATIONS: Candidates must meet one of the following requirements on or before October 26, 2011:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Medical Record Library Science and one year of professional medical record administration experience; or:

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and completion of an approved hospital certificate program professional training in Medical Record Librarianship, and one year of professional medical record administration experience; or:

C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two years of professional medical record administration experience.

SPECIAL REQUIREMENTS: Certification from the American Health Information Management Association as either a Registered Health Information Administrator (RHIA) or as a Registered Health Information Tech (RHIT) at time of permanent appointment.

NOTES: **1.** Satisfactory professional medical record administration experience must include: a.) supervision and participation in the development, filing and maintenance of medical records; b.) coding and indexing of medical diseases and operative procedures; c.) analysis and evaluation of medical records and d.) development of statistical data used for medical and/or administrative analysis. **2.** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements**. 3.** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application. All subsequent transcripts must be submitted at time of interview.

DUTIES: An ***Assistant Director Health Information Management*** maintains files and records of patients admitted to a County health facility; supervises all areas within the medical records department and participates in the maintaining of files and records of patients admitted to a health facility; prepares periodic and statistical reports such as morbidity, birth and death reports, analysis of utilization of the facility's beds, percent of beds occupied, out-patient services rendered, types of surgery performed, diseases treated, case mix index reports; performs quality improvement reports in assigned areas; oversees coding diseases, operations and special therapy according to recognized nomenclature and classification system; selects and tabulates data from patient's charts as requested; oversees answering of inquiries regarding information recorded in patients chart by correspondence of telephone according to the facility's policies; may appear in court involving subpoena of clinical records; maintains & updates department policies; prepares and coordinates research projects.

The New York State Department of Civil Service has not prepared a Test Guide for this examination. However, candidates may find information contained in the publication 'How to Take a Written Test' helpful in preparing for this examination. This publication is available online at: www.cs.state.ny.us/testing/localtestguides.cfm

A medical examination may be required before appointment.
VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. *(See application for more information.)*

APPLICATIONS MUST BE POSTMARKED BY
OCTOBER 26, 2011

- SEE REVERSE SIDE -

SCOPE OF THE EXAMINATION: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the **Erie County Department of Personnel on** or before the **last filing date** of **October 26, 2011**

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be **available on December 1, 2011** and approved candidates will be required to **complete and submit this questionnaire between December 1, 2011, and midnight December 31, 2011**.*

NOTE: Candidates will not be able to claim any credit for training or experience gained after the **application filing deadline** of **October 26, 2011.** Candidates who fail to submit a questionnaire **by midnight**, **December 31, 2011**, will not receive a rating.

INFORMATION FOR CANDIDATES

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling 1-877-NYS-JOBS (1-877-697-5627) no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the location at which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A $20.00 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through 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 by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available at the Erie County Personnel Department, 95 Franklin Street, Buffalo, NY (Room 604) or can be downloaded from the County's website at www.erie.gov. Click on "County Departments and Agencies", then "Erie County Civil Service

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.