



ERIE COUNTY

**PROMOTIONAL EXAM**

Please refer to our internet address at: [www.erie.gov](http://www.erie.gov)

**A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION  
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

**Computed Tomography Technologist**

NO. 31-221

**ERIE COUNTY MEDICAL CENTER**

**\$35,287 - \$46,378**

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE COUNTY MEDICAL CENTER. At present there are 14 vacancies.

The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

**QUALIFYING EXPERIENCE FOR TAKING THE TEST:** Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding December 14, 2011 as a Radiologic Technologist.

**SPECIAL REQUIREMENTS:** 1. Possession of a license and current registration to practice as a Radiologic Technologist in New York State at time of appointment; and 2. Possession of American Registry of Radiologic Technologist Certification at time of appointment; and 3. Possession of Cardiopulmonary Resuscitation (CPR) Certification at time of permanent appointment; and 4. Possession of a license to inject contrast media issued by the New York State Department of Health at time of permanent appointment.

**NOTES:** 1. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting the experience requirements. 2. 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. 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:** A *Computed Tomography Technologist* performs technical and quality assurance functions associated with Computed Tomography and radiographic procedures using CT and other essential equipment; performs CT images to include pre and post processing of images as required by department protocol; sets up radiographic room for CT procedures and prepares the necessary equipment to perform basic and complex CT imaging studies using a pressure injector, catheters, needles, guide wires, contrast media, anesthetic, etc. required for the study; records and communicates laboratory values, when radiopharmaceutical are required, to Radiologist/Physician following the protocols set up by the Medical Director of Imaging Services; performs venous injections of contrast under the supervision of a Licensed Independent Practitioner (LIP); reviews images for technical accuracy and determines the need for retakes or additional views; orders, maintains and tracks inventory; assists physician in sterile technique; coordinates the scheduling and care of patients; meets with vendors to discuss existing and new products; coordinates in-services with regards to new equipment and procedures with staff, nursing, etc; assists in performing quality assurance as per mandated by appropriate governing agencies (i.e. Joint commission, NYSDOH, ACR, HCFA, NRC, OSHA, FDA, etc.); observes and records patient's condition and reports significant information to physician or nurse; executes established software protocols necessary for cross sectional radiography; administers ionizing radiation to obtain radiographic images for diagnostic and/or interventional purposes; maintains electronic imaging, processing and monitoring equipment for quality imaging; performs and remains competent in all CT procedures and radiographic procedures including the use of portable fluoroscopy and portable unit.

**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**

**DECEMBER 14, 2011**

- SEE REVERSE SIDE-

**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. 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.

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

**RATINGS REQUIRED:** Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:  
Less than 1 year.....0 points  
1 year up to 6 years.....1 point  
Over 6 years up to 11 years.....2 points  
Over 11 years up to 16 years.....3 points  
Over 16 years up to 21 years.....4 points  
Over 21 years.....5 points

**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 (518)457-7022 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.

**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.

**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.

**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.

**ELIGIBILITY FOR EXAMINATION:** You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

**NOTICE:** Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

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

**\*\*IMPORTANT APPLICATION FEE – READ CAREFULLY\*\***

A \$20 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.

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.