



**COUNTY OF ERIE - DEPARTMENT OF PERSONNEL**  
invites applications for the position of:

**Director of Nursing Services-Long Term Care**  
**#70-370 PROMOTIONAL**

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<b>SALARY:</b>	\$95,000.00 - \$115,000.00 Annually
<b>OPENING DATE:</b>	07/21/15
<b>CLOSING DATE:</b>	08/19/15
<b>APPLICATION FEE:</b>	\$20.00

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE ERIE COUNTY MEDICAL CENTER. At present there is one vacancy at the Erie County Medical Center.

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.

*Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.*

**EXAMPLES OF DUTIES:**

- A *Director of Nursing Services-Long Term Care* plans, directs, supervises and coordinates nursing services in the long-term care facility at the Erie County Medical Center;
- Establishes a master staffing plan for the nursing services in the long term care facility, including the sub- acute rehabilitation unit, the Behavioral Health Unit and the ventilator-dependent unit;
- Participates in facility surveys; assists in developing and implementing plans of action to correct identified deficiencies as a result of the surveys;
- Interviews and hires nursing staff;
- Develops the nursing department quality assurance plan;
- Meets daily with the day Nursing Care Coordinator/Nursing Supervisor and receives report on patient conditions and any nursing related problems within the facility;
- Makes periodic rounds of the nursing units to maintain a current knowledge of their needs and to assess compliance with departmental, Joint Commission, New York State Department of Health, HIPPA and other regulatory agency standards;
- Investigates and reports all reportable resident abuse/neglect/mistreatment incidents to the New York State Department of Health;
- Monitors use of proper adaptive equipment, restraints and psychotropic medications for residents;
- Investigates resident complaints, prepares a written report of actions taken and discusses with resident and family member(s).
- Participates in Patient Review Instruments (PRIs) process;
- Evaluates ongoing quality indicators and measures;
- Makes recommendations regarding equipment needs to the Nursing Facility Administrator (ECMC);
- Develops a budget for the nursing department;
- Serves on the utilization review, quality assurance, infection control, wound management, admissions, pharmaceutical service and management council committees;
- Maintains records in accordance with the New York State Code and Federal guidelines;
- Assures that current registrations for all licensed and certified personnel in the nursing department are maintained;

Provides nursing input into the admission and discharge process;  
Assures that appropriate employee disciplinary action is taken when necessary;  
Works closely with the In-service Coordinator in planning and coordinating orientation programs and providing educational experience for nursing staff;  
Performs related duties within the responsibilities of this position.

**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 the date of the written test in the position of **Assistant Director of Nursing** plus the following:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Nursing and four years of registered professional nursing experience, three years which were in a position in a long term care facility at the level of Director of Nursing or Assistant Director of Nursing; or
- B. Graduation from a regionally accredited or New York State registered school of professional nursing, leading to a license to practice as a registered nurse (RN) and six years of professional nursing experience, three years of which were in a position in a long term care facility at the level of Director of Nursing or Assistant Director of Nursing; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**SPECIAL REQUIREMENT:** Candidate must possess a license and current registration to practice as a registered nurse in New York State at the time of appointment.

**NOTES:** 1. \*Typical duties of a Director or Assistant Director of Nursing include such things as: the development and implementation of nursing department operating policies and procedures; development and administration of procedures to ensure compliance with all applicable laws and regulations; and monitoring and evaluating of all departmental activities (including staff) for quality and effectiveness. 2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time 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.**

**SUPPLEMENTAL INFORMATION:**

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE  
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

**EXAMINATION DATE  
SEPTEMBER 26, 2015**

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**APPLICATIONS MUST BE  
POSTMARKED BY  
August 19, 2015**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Administrative Supervision:** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
2. **Administration:** These questions test for knowledge of the managerial functions involved in directing an organization or

an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

3. Preparing Written Material: These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. Understanding And Interpreting Written Material: These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE  
(See Below)

**(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**  
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.

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**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 5 and 2.5 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.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY**: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. **\*\*For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.\*\*** The Cross-Filer Form is found online at: [www2.erie.gov/employment/index.php?q=applications](http://www2.erie.gov/employment/index.php?q=applications) or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

**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.