

# SUFFOLK COUNTY DEPARTMENT OF



## HUMAN RESOURCES, PERSONNEL AND CIVIL SERVICE

Steven Bellone  
Suffolk County Executive

### ANNOUNCES:

#### EXAMINATION ANNOUNCEMENT SUMMARY January 21, 2022

##### PUBLIC NOTICE

This is a summary of forthcoming examinations. Applicants are advised to see the official examination announcement for complete details. For the most current examination announcement information, please go to our website at: <http://www.suffolkcountyny.gov/Departments/Civil-Service> and select "Current List of Exams."

If it becomes necessary to amend any announcement or current Press Release, all changes will be posted on the department's web page.

##### WANT TO GET ON OUR MAILING LIST?

Anyone interested in receiving this Announcement Summary by email may go to: <https://fe32117171640474721671.pub.s11.sfmc-content.com/lltst5wu4e> and subscribe to the e-updates for the civil service examination summary. When a new summary is released, you will receive an e-mail notification.

##### DEPARTMENT LOCATION

The Suffolk County Department of Human Resources, Personnel and Civil Service maintains its principal office at 725 Veterans Memorial Highway, William J. Lindsay Complex, Building #158, Hauppauge, NY.  
Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099  
Telephone: 631-853-5500 Fax: 631-853-6370

##### WEBSITE

Candidates for all examinations may file on our website. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at: <http://www.suffolkcountyny.gov/Departments/Civil-Service>

##### APPLICATION PROCESSING FEE

A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a **NON-REFUNDABLE NON-TRANSFERABLE** application processing fee. **SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED).** Do not send cash. Make your check or money order payable to the Suffolk County Department of Human Resources, Personnel and Civil Service. Please indicate the examination title and your social security number on the face of your check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details.

##### APPLICATION FEE WAIVER

The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, members in good standing of a local fire district or ambulance company, volunteer CERT members, members of the Suffolk County Police Explorers program and members of a Volunteer Fire Department or Volunteer Emergency Medical Services Agency Explorers program. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by 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. The waiver application is available on our website under "Online Forms," or when you apply online.

##### CANDIDATE SCHEDULING INFORMATION

Candidates can view their room assignment and exam site on our home page at <http://www.suffolkcountyny.gov/Departments/Civil-Service> under "Candidate Exam Room Assignment Search" seven days prior to the examination date.

**OPEN FILING SYSTEM**

The Suffolk County Department of Human Resources, Personnel and Civil Service accepts applications for most titles before a test is announced.

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**SUBSTITUTE SCHOOL CROSSING GUARDS**

If you are looking to make a difference in the community, we may have a job for you!

The Suffolk County Police Department is actively hiring school crossing guards. This is an important part of the police department as these individuals are responsible to the safety of children, controlling traffic in school zones and escorting pedestrians across busy intersections in the mornings and afternoons.

Eligible candidates can apply through their local precinct. Unless requested, crossing guards are assigned to an intersection within the precinct they live in. The starting pay is currently \$20.00/hr. Both permanent and substitute positions are available.

Permanent positions offer part-time hours during school arrival and dismissal (17.5hrs/wk), while receiving the same medical, vision and dental benefits as full-time Suffolk County employees (combined is worth over \$20,000 in benefits). All crossing guards will have a flexible schedule.

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**LAST FILING DATE: FEBRUARY 23, 2022**

<u>SPECIFICATION #</u>	<u>TITLE</u>
0766	OFFICE SYSTEMS ANALYST I OC
0766	OFFICE SYSTEMS ANALYST I PR
0765	OFFICE SYSTEMS ANALYST II PR
0515	SYSTEMS AND DATA BASE COORDINATOR PR

**TRAINING & EXPERIENCE**

<u>ANNUAL SALARY</u>	
\$46,797	Grade 19
\$46,797	Grade 19
\$51,260	Grade 21
\$76,264	Grade 31

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**LAST FILING DATE: JANUARY 26, 2022**

<u>SPECIFICATION #</u>	<u>TITLE</u>
5182	CODE COMPLIANCE COORDINATOR OC
5066	EVIDENCE CONTROL CLERK OC
5067	EVIDENCE CONTROL CLERK II PR
5068	EVIDENCE CONTROL CLERK III PR
0019	MAIL ROOM SUPERVISOR OC
0682	REAL PROPERTY RECORDER II OC
0682	REAL PROPERTY RECORDER II PR
0009	SUPPORT SERVICES SUPERVISOR PR
3751	YOUTH SERVICES COORDINATOR OC

**WRITTEN TEST DATE: MARCH 5, 2022**

<u>ANNUAL SALARY</u>	
Usual Annual Salary \$53,657**	
\$34,008	Grade 12
\$39,046	Grade 15
\$44,709	Grade 18
\$42,752	Grade 17
\$32,729**	Grade 10
\$32,729**	Grade 10
\$64,232	Grade 27
\$64,232	Grade 27

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**LAST FILING DATE: FEBRUARY 9, 2022**

<u>SPECIFICATION #</u>	<u>TITLE</u>
1148	ASSISTANT COUNTY ARCHITECT PR
0745	ASSISTANT FACILITIES SPACE MANAGER OC
0744	FACILITIES SPACE MANAGER OC
5353	FIREFIGHTER/FIREFIGHTER/EMT

**WRITTEN TEST DATE: MARCH 19, 2022**

<u>ANNUAL SALARY</u>	
\$79,736	Grade 32
\$66,947**	Grade 28
\$76,264**	Grade 31
Usual Annual Full-Time Salary: \$56,160**	
Usual Hourly Full-Time Salary: \$27 Per Hour**	

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**LAST FILING DATE: FEBRUARY 2, 2022**

<u>SPECIFICATION #</u>	<u>TITLE</u>
5531	DEPUTY SHERIFF I OC

**WRITTEN TEST DATE: MARCH 26, 2022**

<u>ANNUAL SALARY</u>	
\$33,000*	
*Plus additional salary increases per the 2019-2024 contract	

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**LAST FILING DATE: FEBRUARY 23, 2022**

<u>SPECIFICATION #</u>	<u>TITLE</u>
3722	LABOR SPECIALIST II PR
2620	PUBLIC HEALTH EDUCATOR OC
2022	PUBLIC HEALTH NURSE III PR
3736	SENIOR VOCATIONAL REHABILITATION COUNSELOR PR
3768	VOLUNTEER PROGRAM COORDINATOR OC

**WRITTEN TEST DATE: APRIL 2, 2022**

<u>ANNUAL SALARY</u>	
\$51,260	Grade 21
\$46,797	Grade 19
\$66,947	Grade 28
\$57,785**	Grade 24
Usual Annual Salary \$78,001**	
\$51,260	Grade 21

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**APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:**

<u>SPECIFICATION #</u>	<u>TITLE</u>	<u>ANNUAL SALARY</u>
2670	EMERGENCY MEDICAL TECHNICIAN (BASIC) OC	Usual Annual Salary \$37,000-60,000**
2673	EMERGENCY MEDICAL TECHNICIAN	

	(CRITICAL CARE) OC	Usual Annual Salary \$37,000-60,000**
2674	EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC	Usual Annual Salary \$37,000-60,000**
2641	MEDICAL SERVICES SPECIALIST OC	Annual Salary \$76,708 Grade 25 Step 6
2020	PUBLIC HEALTH NURSE I OC	\$59,404 Grade 21 Step 3

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OC - OPEN-COMPETITIVE

PR - PROMOTIONAL

\*\* SALARIES VARY BY JURISDICTION

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**TRAINING & EXPERIENCE- LAST FILING DATE: FEBRUARY 23, 2022**

**OFFICE SYSTEMS ANALYST I OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* which includes, or is supplemented by, twelve (12) credits in information technology or a computer related field; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in the installation, analysis, design and/or selection of information technology networks and systems; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

Note: Coursework in information technology from a non-degree-granting computer training institution\*\* may be accepted based upon credit hour equivalence.

Special Note: Because of the rapid evolution of technology in this field, qualifying experience must have been gained within the last six (6) years.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. \*\*Please attach to the application a copy of your transcript(s) showing coursework in computer technology from a non-degree-granting computer training institution.

**OFFICE SYSTEMS ANALYST I PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Office Systems Technician in the jurisdiction in which the candidate seeks promotion for at least one (1) year immediately preceding the last filing date.

**OFFICE SYSTEMS ANALYST II PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Office Systems Analyst I for at least one (1) year or as a Data Entry Supervisor for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

**SYSTEMS AND DATA BASE COORDINATOR PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Data Base Manager, Systems Analysis Supervisor, Systems Analysis Supervisor (Criminal Justice), Systems Analysis Supervisor (Social Services) or Principal Programmer Analyst for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

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**WRITTEN TEST DATE: MARCH 5, 2022**

**CODE COMPLIANCE COORDINATOR OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma, and two (2) years of experience in the administration of court proceedings, or in inspectional or investigative work utilizing codes or standardized procedures and regulations.

**EVIDENCE CONTROL CLERK OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and three (3) years of experience in inventory control, stock-keeping or clerical work.

Note: Education\* from a college with federally-authorized accreditation or registration by NY State will be substituted for experience on a year-for-year basis.

**Necessary Special Requirement**

At the time of appointment and during employment in this title, candidates must possess a valid New York State Driver's License.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**EVIDENCE CONTROL CLERK II PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Evidence Control Clerk in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**Necessary Special Requirements**

Within four (4) months of appointment, candidates must provide documentation of satisfactory completion of a comprehensive firearms safety course accepted by the appointing authority.

At the time of appointment and during employment in this title, candidates must possess a valid New York State driver's license.

Candidate must be eligible for security clearance to carry and transport illegal firearms and drugs.

**EVIDENCE CONTROL CLERK III PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Evidence Control Clerk II in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**Necessary Special Requirements**

Within four (4) months of appointment, candidates must provide documentation of satisfactory completion of a comprehensive firearms safety course accepted by the appointing authority.

At the time of appointment and during employment in this title, candidates must possess a valid New York State driver's license.

Candidate must be eligible for security clearance to carry and transport illegal firearms and drugs.

**MAIL ROOM SUPERVISOR OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by New York State with an Associate's Degree\* and two (2) years of experience in mail services, which includes or is supplemented by one (1) year of supervisory experience; or, (b) Graduation from a standard senior high school or possession of a high school equivalency diploma, and four (4) years of experience in mail services, which includes or is supplemented by one (1) year of supervisory experience; or, (c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

**Necessary Special Requirement**

Possession of a current New York State Driver's License at time of appointment; license must be maintained throughout the term of employment in this title.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**REAL PROPERTY RECORDER II OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of office experience in tax mapping, survey, title, property transfer, appraisal, assessment, real estate, real property, real estate law or real property law.

Note: Additional education\* from a college with federally-authorized accreditation or registration by NY State will be substituted for the above experience on a year-for-year basis up to a maximum of one (1) year.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**REAL PROPERTY RECORDER II PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Real Property Recorder I in the jurisdiction in which the candidate seeks promotion for at least one (1) year immediately preceding the written examination date.

**SUPPORT SERVICES SUPERVISOR PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Mailroom Supervisor or Print Shop Supervisor in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the written examination date.

**YOUTH SERVICES COORDINATOR OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* and six (6) years of experience in adolescent social work or a related youth field, two (2) years of which must have been at an administrative level.

Note: Additional relevant education\* from a college with federally-authorized accreditation or registration by New York State will be substituted for non-supervisory experience on a year-for-year basis up to a maximum of two (2) years.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

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**WRITTEN TEST DATE: MARCH 19, 2022**

**ASSISTANT COUNTY ARCHITECT PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as an Architect for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**Necessary Special Requirement**

Candidates must possess a professional architect's license issued by New York State at the time of appointment, and maintain said license throughout employment in this title.

**ASSISTANT FACILITIES SPACE MANAGER OC** REQUIRES Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree\*, and three (3) years of experience in real estate analysis, building space analysis, and/or building operation and maintenance.

Note: Additional experience may be substituted for education on a year-for-year basis up to a maximum of two (2) years.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**FACILITIES SPACE MANAGER OC** REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree\*, and six (6) years of experience in real estate analysis or building space analysis; at least four (4) years of this experience must have been in an administrative capacity; or, (b) Graduation from a college with federally authorized accreditation or registration by New York State with a Bachelor's Degree\*, and six (6) years of experience in building operation and maintenance; at least four (4) years of this experience must have been in an administrative capacity.

Note: Additional education\* beyond the Bachelor's Degree may be substituted for non-administrative experience on a year-for-year basis; or, Additional experience may be substituted for education on a year-for-year basis up to a maximum of four (4) years.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**FIREFIGHTER / FIREFIGHTER-EMT** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma and status as an active paid or volunteer firefighter, or as a retired paid firefighter.

**Necessary Special Requirements**

At the time of appointment and during employment in the Firefighter/EMT title, employees must possess a valid Emergency Medical Technician certificate issued by the New York State Department of Health. The type of certificate required will be determined and specified by the appointing authority during the hiring process based on the level of care to be provided.

In agencies employing five (5) or fewer paid firefighters, any additional education, health and physical fitness qualifications shall be determined by the appointing authority as per Section 58-a (6) of the New York State Civil Service Law.

In agencies employing six (6) or more paid firefighters, additional Minimum Standards for Firefighting Personnel as per NYCRR Part 426, include completion of a qualifying Candidate Physical Ability Test (CPAT) and completion of a certified basic training program within 18 months of appointment. There will also be a qualifying medical exam as per NFPA 1582.

At the time of appointment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

Throughout employment in this title, employees may be required by the employing agency to pass an annual physical evaluation including drug testing.

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**WRITTEN TEST DATE: MARCH 26, 2022**

**DEPUTY SHERIFF I OC** REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma recognized by the New York State Department of Education by the date of appointment.

**Special Age Requirement:** Candidates must be at least 19 years and 6 months old on or before the date of the written test. Pursuant to Section 54 of Civil Service Law, applicants within six months of the minimum age will be permitted into the competition. Therefore, candidates who will be 19 years of age by the exam date will be eligible. Eligibility for appointment as a Deputy Sheriff I begins when the candidate reaches age 20. Candidates who reach their 35th birthday before the date of the written exam are not eligible except as follows: Candidates may have a period of active military duty, up to seven years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

**License Requirement:** Possession of a valid New York State driver's license at the time of appointment.

**Residence Requirement:** There are no residence requirements to compete in this examination. However, pursuant to local law, **only Suffolk County residents are eligible for appointment.** To be deemed a resident of Suffolk County, an applicant must have been a legal resident of Suffolk County at the time of certification for appointment and for at least 90 calendar days prior thereto.

**Police Officer Training Course Requirement:** After appointment, candidates will be required to successfully complete a Police Officer Training Course recognized by the New York State Municipal Training Council.

**Citizenship Requirement:** Candidates must be United States citizens at the time of appointment.

**Note:** Pursuant to the provisions of Section 217A of the County Law, candidates who have been convicted of a felony will be barred from appointment and candidates who have been convicted of a misdemeanor may be barred from employment.

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**WRITTEN TEST DATE: APRIL 2, 2022**

**LABOR SPECIALIST II PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Labor Specialist I for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**Necessary Special Requirement**

At the time of appointment and during employment in this title, candidates must possess a valid New York State driver's license.

**PUBLIC HEALTH EDUCATOR OC** REQUIRES: Either: (a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* in Public Health, Health Education, Health Science, Health Promotion, Community Health, or Health Communications; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* in Education, Nursing, Epidemiology, Wellness and Fitness, or Nutrition, and one (1) year of experience in health education.

**Necessary Special Requirements**

Candidates will be required to satisfactorily complete 15 hours of continuing education in health education related topics approved by the New York State Health Department within one year of appointment.

At the time of appointment and throughout employment in this title, employees are required to possess a valid license to operate a motor vehicle in New York State.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**PUBLIC HEALTH NURSE III PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Public Health Nurse Coordinator for at least two (2) years or as a Public Health Nurse II or Clinical Nurse Practitioner for at least one (1) year in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**Necessary Special Requirements**

At the time of appointment and during employment in this title, candidates must possess a Professional Registered Nurse's License issued by the New York State Education Department.

Candidate must complete 15 hours of continuing education in public health and management related topics approved by the New York State Department of Health within the first year of employment.

At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in NYS.

Candidates must meet federal and NYS employee health requirements, including but not limited to immunizations, for programs to which they are assigned.

**SENIOR VOCATIONAL REHABILITATION COUNSELOR PR** REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Vocational Rehabilitation Counselor or Vocational Rehabilitation Counselor (Spanish Speaking) for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the written examination date.

**Necessary Special Requirement**

At the time of appointment and throughout employment in this title, employees are required to possess a valid license to operate a motor vehicle in New York State.

**VOLUNTEER PROGRAM COORDINATOR OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\*, and two (2) years of experience in the administration, supervision or coordination of social or community services in a public or private agency.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

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**CONTINUOUS RECRUITMENT**

**EMERGENCY MEDICAL TECHNICIAN (BASIC) OC** REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate. Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

**Necessary Special Requirements (Vary by jurisdiction)**

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

**EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC** REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care or Emergency Medical Technician-Paramedic. Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

**Necessary Special Requirements (Vary by Jurisdiction)**

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Critical Care and Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory Committee's (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.

5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

**EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC** REQUIRES: Possession of an Emergency Medical Technician-Paramedic Certificate issued by the New York State Department of Health. Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

**Necessary Special Requirements (Vary by Jurisdiction)**

1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Critical Care and Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory Committee's (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

**MEDICAL SERVICES SPECIALIST OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's or Master's Degree\* in Nursing or other health or human services field, plus two (2) years of experience as a registered professional nurse in home health care and/or the review of home health care services for medical necessity or in the delivery of preventive health care services. Experience must have been gained within the last ten (10) years.

**Necessary Special Requirements**

At the time of appointment and during employment in this title, employees must possess a Registered Nurse's license issued by the State of New York.

Employees must also possess and maintain a valid license to operate a motor vehicle in New York State.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

**PUBLIC HEALTH NURSE I OC** REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree\* in Nursing.

**Necessary Special Requirements**

At the time of appointment and during employment in this title, candidates must possess a Professional Registered Nurse's License issued by the New York State Education Department. At the time of appointment and during employment in this title, candidates will be required to possess a valid license to operate a motor vehicle in New York State. Candidates must meet federal and New York State employee health requirements, including but not limited to immunizations, for the programs in which they are assigned.

\*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

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