SUFFOLK COUNTY DEPARTMENT OF

CIVIL SERVICE

ANNOUNCING:

EXAMINATION ANNOUNCEMENT SUMMARY

May 17, 2018

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/civilservice 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.

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WANT TO GET ON OUR MAILING LIST?
Anyone interested in receiving this Announcement Summary by email may go to: http://eupdates.suffolkcountyny.gov/lists/?p=subscribe&id=1 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.

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DEPARTMENT LOCATION
The Suffolk County Department of 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

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INTERNET
Candidates for all examinations may file on the internet. (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/civilservice.

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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 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. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.

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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, and volunteer CERT members. 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 request from the Civil Service Department or on our website under “Online Forms.”

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CANDIDATE SCHEDULING INFORMATION
Candidates can view their room assignment and exam site on our home page at www.suffolkcountyny.gov/civilservice under “Candidate Exam Room Assignment Search” seven days prior to the examination date.

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OPEN FILING SYSTEM
The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.
Applications for Examinations that Involve Training and Experience Evaluations

A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of Civil Service a copy of the official examination announcement which fully describes all the information that must be included in your application. (When critical information is vague or missing, candidates may receive no credit for that part.)

Substitute School Crossing Guards

The Suffolk County Police Department is seeking candidates for the position of substitute School Crossing Guard. Substitute School Crossing Guards work on an on-call basis. The hourly rate of pay as of 07/01/16 is $13.27. There is a guarantee of 3.0 hours for every assignment. No other benefits are available. Typical work activities include regulating the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk; reporting traffic incidents to police authorities for appropriate action; noting unusual or suspicious occurrences or actions of individuals and alerting police in cases of observed or suspected violations of law and ordinances. Candidates must be able to read and write English. At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State. Prior to appointment, there will be qualifying psychological and medical evaluations as well as an in-depth background investigation. Interested candidates may apply for a position at the police precinct in which they reside.

Last Filing Date: May 23, 2018

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<tr>
<th>Specification#</th>
<th>Title</th>
<th>Annual Salary</th>
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<tr>
<td>0170</td>
<td>Fire House Attendant OC</td>
<td>Usual Annual $36,720-$61,693**</td>
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<td>0161</td>
<td>Radio Operator OC</td>
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Last Filing Date: May 31, 2018

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<td>0400</td>
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Last Filing Date: June 13, 2018

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<td>2263</td>
<td>Forensic Scientist II (Biological Sciences) OC</td>
<td>$78,310</td>
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<tr>
<td>2282</td>
<td>Forensic Scientist III (Biological Sciences) PR</td>
<td>$92,719</td>
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Applications are accepted and added continually for the following titles:

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<tr>
<th>Specification #</th>
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<th>Annual Salary</th>
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<tr>
<td>2670</td>
<td>Emergency Medical Technician (Basic) OC</td>
<td>Usual Annual $35,360-$48,750**</td>
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<tr>
<td>2673</td>
<td>Emergency Medical Technician (Critical Care) OC</td>
<td>Usual Annual $35,360-$48,750**</td>
</tr>
<tr>
<td>2674</td>
<td>Emergency Medical Technician (Paramedic) OC</td>
<td>Usual Annual $35,360-$48,750**</td>
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<tr>
<td>2641</td>
<td>Medical Services Specialist OC</td>
<td>Annual Salary $57,472</td>
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OC - Open-Competitive  * Salaries effective 6/1/2017
PR - Promotional     ** Salaries vary by Jurisdiction

Training & experience – Last Filing Date: June 13, 2018

Forensic Scientist II (Biological Sciences) OC Requires: (a) Graduation from a college with federally authorized accreditation or registration by NY State with a Master's Degree* in one of the natural or forensic sciences, including or supplemented by three (3) credit hours in biochemistry, three (3) credit hours in genetics, three (3) credit hours in molecular biology, and three (3) credit hours in either statistics or population genetics, and three (3) years of professional experience* in forensic biology; or, (b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* in one of the natural or forensic sciences, including or supplemented by three (3) credit hours in biochemistry, three (3) credit hours in genetics, three (3) credit hours in molecular biology, and three (3) credit hours in either statistics or population genetics, and four (4) years of professional experience* in forensic biology.

Note: *Professional experience is defined as experience involving independent responsibility for the analysis of evidence or specimens, and includes signing and issuing reports. Qualifying 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 will be required to possess a valid license to operate a motor vehicle in New York State. Candidates will be subject to a background investigation.

*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.
FORENSIC SCIENTIST III (BIOLOGICAL SCIENCES) 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 Forensic Scientist II (Biological Sciences) for at least two (2) years in the jurisdiction in which the candidate seeks promotion immediately preceding the last filing date.

Necessary Special Requirements
At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State. Candidates will be subject to a background investigation.

WRITTEN TEST DATE: JUNE 16, 2018

OFFICE ASSISTANT* (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

*Note: Office Assistant (Spanish Speaking) replaces Clerk Typist (Spanish Speaking).

Necessary Special Requirement
To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within (1) month of appointment; employees must maintain this certification while employed in this title.

WRITTEN TEST DATE: JUNE 23, 2018

PERSONNEL ANALYST TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree*.

Necessary Special Requirement
At the time of appointment and during employment as a Personnel Analyst Trainee and Personnel Analyst employees must 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.

WRITTEN TEST DATE: JUNE 30, 2018

FIRE HOUSE ATTENDANT OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Note: Experience working in a Suffolk County firehouse or as an active member of a Suffolk County fire department will be substituted for education on a year-for-year basis.

Necessary Special Requirements
Candidates must be free of any speech or hearing defects which would impair their functioning in this position. Candidates may be required to possess the appropriate New York State driver’s license, and maintain such license throughout employment in this position. Employees may be required to obtain an Emergency Fire Dispatch (EFD) certificate through an approved course as determined by the appointing authority. The certificate, if required, must be obtained within (6) months of the date of appointment and must be maintained throughout employment in this title. Employees may be required to obtain an Emergency Medical Dispatch (EMD) certificate through an approved course as determined by the appointing authority. The certificate, if required, must be obtained within (6) months of the date of appointment and must be maintained throughout employment in this title.

RADIO OPERATOR OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Note: Experience in the operation of the central radio of a two-way communications system, including receiving, sending and logging messages, will be substituted for education on a year-for-year basis.

Necessary Special Requirement
The job assignment may require attainment of New York State Police Information Network (NYSPIN) certification; affected employees must maintain this certification while employed in this title.

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**
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 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-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. **Please attach a copy of your currently valid New York State Registered Nurse’s license.

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