Due to the COVID-19 Pandemic, exams may be postponed. HR will notify you of any changes via email.

Wayne County
Civil Service – Human Resource Office
26 Church Street
Lyons, New York 14489
(315)946-7483  Fax (315)946-7488  web.co.wayne.ny.us

Examination Number: #60-869  O.C. (Use of calculators is allowed)
Examination Date: Saturday, December 5, 2020
Last Filing Date: By close of business day (5 p.m.) on Friday, October 30, 2020
Filing Fee: $10.00 non-refundable must be submitted with completed application

Salary

2020 Salary: $23.25/HR
2021 Salary: $23.83/HR

Minimum Qualifications

• Graduation from a regionally accredited or NYS registered four-year college or university with a bachelor’s degree in social work, sociology, psychology, or human services; or
• Graduation from a regionally accredited or NYS registered two-year college with an associate degree in human services or related field and two years of full-time paid social work experience in a health care facility; or
• Licensed Practical Nurse* with (3) three years of full-time experience in a health care facility.

*Must maintain possession of Licensed Practical Nurse throughout employment.

Duties

The work involves responsibility for coordination of the after care of patients as they transition from post-acute care to lower or higher levels of care. Relates information concerning patient’s condition to the patient, professional staff, the patient’s family members, friends and community support people and healthcare providers. Typically work involves care planning, communication with other providers, patient education, and follow up post transfer. The work is performed under the general supervision of a professional staff member in accordance with established policies and procedures with leeway for independent judgment. Supervision may be exercised over the work of a clerical staff and Nursing Assistants.

Scopes / Subjects of Examination

A test designed to evaluate knowledge, skills and/or abilities in the following areas.

Educating and interacting with the public. These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

Preparing written material. These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensively. 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.

**Current issues in health care.** These questions test for knowledge of current issues in health care. Topics may cover such areas as social and psychological aspects of health care, disease prevention and control, evaluating health care, confidentiality, and health and safety.

**Supervision.** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**Understanding and interpreting written material.** These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

**Test guide:** 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: [https://www.cs.ny.gov/testing/testguides.cfm](https://www.cs.ny.gov/testing/testguides.cfm).

10/7/2020        AN EQUAL OPPORTUNITY EMPLOYER        IMPORTANT INFORMATION BELOW

**Applications** and further information may be obtained by writing or calling in person at the WAYNE COUNTY HUMAN RESOURCES, 26 Church Street, Lyons, New York 14489 (315-946-7483). Information may also be obtained by visiting our website at [www.co.wayne.ny.us](http://www.co.wayne.ny.us)

Completed applications, which must be delivered personally or received by the close of business date indicated on announcement.

The candidate MUST complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.

**APPLICATION FILING FEE:** A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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 on our web site [co.wayne.ny.us](http://co.wayne.ny.us)

**RESIDENCY:** Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the last filing date of the acceptance of applications. For some examinations, residency may be waived where recruitment is difficult. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Wayne County must then certify the names of non-residents on the list.
SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district as involving direct contact with students, a clearance for employment from the State Education Department is required.

FINGERPRINTING: Background checks may be required to determine suitability for employment for all positions.

ADMISSION LETTER: Approved candidates will receive an “Admission Letter” by mail at least 10 days before the exam date stating -Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an “Admission Letter”. If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Wayne County. Additional information is available at http://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf

USE OF CALCULATORS: Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.

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 complete cross filer form and 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. All examinations for positions in State government will be held at a State examination center – cross filer form must be submitted to the Wayne County HR Dept.

RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER: If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).

VETERANS’ PREFERENCE: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veteran’s credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214. A Veteran Credit application must be completed and submitted with completed application – Form available on website. In order to be considered for veteran credits, the proper forms MUST be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.

PREPARATION & RATING OF EXAM: This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

ELIGIBLE LISTS: The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates’ will to accept appointment.

DECENTRALIZED EXAMS: The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

PROMOTIONAL EXAMINATIONS: SENIORITY POINTS will be added to an eligible score as follows: 0.1 points for each 6 months based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.