



NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES
Examination Open To The Public

APPLICATIONS ACCEPTED CONTINUOUSLY
TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate
20-413 Licensed Practical Nurse	10	\$34,521	\$42,368
<i>(Dutchess, Orange, and Putnam Counties)</i>		\$36,034	\$43,881
<i>(Rockland and Westchester Counties)</i>		\$37,547	\$45,394
<i>(Montrose)</i>		\$39,547	\$47,394
<i>(Nassau and Suffolk Counties)</i>		\$39,547	\$47,394
<i>(Bronx, Kings, New York, Queens, and Richmond)</i>		\$39,547	\$47,394

Appointees may also be eligible for \$575 inconvenience pay.

NO APPLICATION PROCESSING FEE REQUIRED

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have one of the following:

1. a license and current registration to practice as a practical nurse in New York State; **OR**
2. a limited permit to practice as a practical nurse in New York State; **OR**
3. an application on file for a limited permit to practice as a practical nurse in New York State. (You **must** be appointed immediately following graduation from an approved school of practical nursing **in New York State** to qualify under this option.)

Note: If you are appointed with either qualification "2" or "3," **you must obtain your license within one year of the date your limited permit was issued** or steps will be taken to remove you from the position.

NOTES:

1. If you fail to maintain your registration once you are appointed to Licensed Practical Nurse, action will be taken to remove you from the position.
2. Credentials will be reviewed at the time of interview.
3. Questions regarding requirements for licensure and registration should be directed to the New York State Education Department, Office of the State Board for Nursing, 89 Washington Avenue, Albany, NY 12237 or by calling (518) 474-3817. The State Education Department may also be contacted by e-mail at nursebd@mail.nysed.gov
4. In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
5. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicare and Medicaid, you may be terminated from your employment.
6. For appointment in the Office for People With Developmental Disabilities ONLY: Upon appointment you must submit proof of a valid license to operate a motor vehicle in New York State. Contact the Personnel Office of the facility in which you are interested in employment for specific information on this requirement. If you fail to maintain your license to operate a motor vehicle in New York State, appropriate measures may be pursued to remove you from this position.
7. Applicants for positions at any of the Veterans' Homes operated by the Department of Health must have no findings of abuse, neglect, mistreatment or misappropriation of resident funds listed on the New York State or any state nursing home registry to be considered.
8. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.

THE POSITIONS: There are over 1,800 positions of Licensed Practical Nurse located throughout the state in the facilities of the Office of Mental Health, Office for People With Developmental Disabilities (formerly the Office of Mental Retardation and Developmental Disabilities), Department of Correctional Services, Education Department, Department of Health, Office of Alcoholism and Substance Abuse Services, and the State University of New York.

DUTIES: As a **Licensed Practical Nurse** under the supervision of a Registered Nurse, you would be involved in the treatment of patients/residents. You would administer medications and injections; perform tube feedings; hang IVs; collect blood samples if certified for venipuncture; provide colostomy care; observe patients and report changes in their condition; take and record temperature, pulse, respiration and blood pressure; obtain specimens for analysis and perform other medical procedures as ordered by a physician. You would prepare and apply simple dressings; bathe and feed patients/residents; and care for patients/residents and their quarters by performing such tasks as making beds, changing linen, lifting and moving patients/residents and caring for their personal effects. Provision of nursing services may take place within a state-operated facility or community-based residential or program setting.

SUBJECT OF EXAMINATION: There will be no written test. If you meet the Minimum Qualifications, your **education and experience** will be evaluated against the general background/critical activities of the position. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Your final score will be based on the rating you receive on the evaluation of education and experience. All statements you make on your application are subject to investigation.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

State agencies have an ongoing need for persons qualified for appointment to these positions. The agencies and facilities listed will accept applications at any time and will rate applications whenever additional eligibles are needed. Applications received after a rating will be retained for the next test date rating.

For information about these examinations write or call any of the facilities or agencies listed.

HOW TO APPLY:

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 [press 2, then press 3]; or toll free at 1-877-697-5627 [press 2, then press 3].

WHERE TO APPLY: Mail your completed application form (NYS-APP) directly to the agencies or facilities where you wish to be employed, as directed in the listings below. **Do not send applications to the New York State Department of Civil Service.**

NEW YORK STATE DEPARTMENT OF HEALTH

MAIL THE COMPLETED APPLICATION TO THE HOSPITAL OR VETERANS HOME WHERE YOU WISH TO BE EMPLOYED.

Helen Hayes Hospital Route 9W West Haverstraw, NY 10993 (845)786-4000 Attention: Human Resources Department	New York State Veterans Home at St. Albans 178-50 Linden Boulevard Jamaica, NY 11434-1467 (718) 481-6268 Attention: Human Resources Department	New York State Veterans Home at Montrose 2090 Albany Post Road Montrose, NY 10548-1454 (914) 788-6000 Attention: Human Resources Department
New York State Veterans Home at Batavia 220 Richmond Avenue Batavia, NY 14020 (585) 345-2000 Attention: Human Resources Department	New York State Veterans Home at Oxford 4211 State Highway 220 Oxford, NY 13830-4305 (607) 843-3100 Attention: Human Resources Department	

STATE UNIVERSITY OF NEW YORK

MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.

Long Island State Veterans Home Human Resources Department 100 Patriots Road Stony Brook, NY 11790	State University of New York at Stony Brook 390 Administrative Building Stony Brook University Stony Brook, NY 11794-0751	SUNY College at Geneseo Geneseo, NY 14454	SUNY College at Potsdam 44 Pierrepoint Avenue Potsdam, NY 13676
State University of New York at Albany Human Resources Administration UAB 300 1400 Washington Avenue Albany, NY 12222	State University of New York at Buffalo 120 Crofts Hall Amherst Campus Buffalo, NY 14260-7022	SUNY College at New Paltz 75 South Manheim Boulevard, Suite 9 New Paltz, NY 12561-2443	State University College of Technology at Canton Canton, NY 13617
State University of New York at Binghamton P.O. Box 6000 Binghamton, NY 13902-6000	SUNY College at Buffalo 1300 Elmwood Avenue Buffalo, NY 14222-1095	SUNY College at Oswego 410 Culkin Hall Oswego, NY 13126	State University College of Agriculture and Technology at Morrisville Morrisville, NY 13408-0901
		SUNY College at Oneonta Oneonta, NY 13820-4015	

NEW YORK STATE EDUCATION DEPARTMENT

MAIL THE COMPLETED APPLICATION TO:

**NYS School For The Blind
2A Richmond Avenue
Batavia, NY 14020-1499
(585) 343-5384**

NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES

MAIL THE COMPLETED APPLICATION WITH A LIST OF THE TREATMENT CENTERS WHERE YOU WISH TO BE EMPLOYED TO:

**NYS Office of Alcoholism & Substance Abuse Services
Bureau of Human Resources Management
1450 Western Avenue
Albany, NY 12203-3526
(518) 485-1728**

Russell E. Blaisdell Addiction Treatment Center
Rockland Psychiatric Center
Box 140
Orangeburg, NY 10962-1129
(845) 359-8500

Bronx Addiction Treatment Center
Bronx Psychiatric Center
Building 13
1500 Waters Place
Bronx, NY 10461-2723
(718) 904-0026, Ext. 2

Creedmoor Addiction Treatment Center
Creedmoor Psychiatric Center
Building #19, CBU 15
80-45 Winchester Boulevard
Queens Village, NY 11427
(718) 264-3740

Kingsboro Addiction Treatment Center
754 Lexington Avenue
Brooklyn, NY 11221
(718) 453-3200

McPike Addiction Treatment Center
1213 Court Street
Utica, NY 13502
(315) 797-6800, Ext. 4801

John L. Norris Addiction Treatment Center
Rochester Psychiatric Center
1111 Elmwood Ave.
Rochester, NY 14620-3005
(585) 461-0410

C.K. Post Addiction Treatment Center
Pilgrim Psychiatric Center
Building 1, 998 Crooked Hill Road
West Brentwood, NY 11717-1087
(631) 434-7209

St. Lawrence Addiction Treatment Center
One Chimney Point Drive
Hamilton Hall
Ogdensburg, NY 13669-2291
(315) 393-1180

South Beach Addiction Treatment Center
South Beach Psychiatric Center
Building A
777 Seaview Avenue
Staten Island, NY 10305-3499
(718) 667-4219

M. A. Stutzman Addiction Treatment Center
360 Forest Avenue
Buffalo, NY 14213-1205
(716) 882-4900

Dick Van Dyke Addiction Treatment Center
1330 County Road 132
Ovid, NY 14521
(607) 869-9500

Richard C. Ward Addiction Treatment Center
Suite No. 12/16, Building 92
117 Seward Avenue
Middletown, NY 10940
(845) 341-2500

NEW YORK STATE OFFICE OF MENTAL HEALTH

MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.

Brooklyn Children's Center
Room 100, Building 8
1819 Bergen Street
Brooklyn, NY 11233-4513
(718) 221-4500

Bronx Children's Psychiatric Center
1000 Waters Place
Bronx, NY 10461
(718) 239-3600

Bronx Psychiatric Center
1500 Waters Place
Bronx, NY 10461
(718) 931-0600

Buffalo Psychiatric Center
400 Forest Avenue
Buffalo, NY 14213
(716) 885-2261

Capital District Psychiatric Center
75 New Scotland Avenue
Albany, NY 12208
(518) 447-9611

Central New York Psychiatric Center
Box 300, Old River Road
Marcy, NY 13403
(315) 765-3600

Creedmoor Psychiatric Center
79-25 Winchester Boulevard
Queens Village, NY 11427
(718) 464-7500

Elmira Psychiatric Center
100 Washington Street
Elmira, NY 14901-2898
(607) 737-4711

Greater Binghamton Health Center
425 Robinson Street
Binghamton, NY 13904
(607) 724-1391

Hutchings Psychiatric Center
620 Madison Street
Syracuse, NY 13210
(315) 426-3600

Kingsboro Psychiatric Center
681 Clarkson Avenue
Brooklyn, NY 11203
(718) 221-7700

Kirby Forensic Psychiatric Center
600 East 125th Street
Wards Island, NY 10035
(646) 672-5858

Manhattan Psychiatric Center
600 East 125th Street
Wards Island, NY 10035
(646) 672-6767

Mid-Hudson Psychiatric Center
Box 158, Route 17M
New Hampton, NY 10958
(845) 374-8700

Mohawk Valley Psychiatric Center
1400 Noyes at York
Utica, NY 13502
(315) 738-3800

Nathan S. Kline Institute for Psychiatric Research
140 Old Orangeburg Road
Orangeburg, NY 10962
(845) 398-5500

NYS Psychiatric Institute
1051 Riverside Drive
New York, NY 10032
(212) 543-5000

Pilgrim Psychiatric Center
998 Crooked Hill Road
West Brentwood, NY 11717
(631) 761-3500

Queens Children's Psychiatric Center
74-03 Commonwealth Boulevard
Bellerose, NY 11426
(718) 264-4500

Rochester Psychiatric Center
1111 Elmwood Avenue
Rochester, NY 14620
(585) 241-1200

Rockland Children's Psychiatric Center
Convent Road
Orangeburg, NY 10962
(845) 680-4000

Rockland Psychiatric Center
Old Orangeburg Road
Orangeburg, NY 10962
(845) 359-1000

Sagamore Children's Psychiatric Center
197 Half Hollow Road
Dix Hills, NY 11746
(631) 370-1700

St. Lawrence Psychiatric Center
One Chimney Point Drive
Ogdensburg, NY 13669
(315) 541-2001

South Beach Psychiatric Center
777 Seaview Avenue
Staten Island, NY 10305
(718) 667-2300

Western NY Children's Psychiatric Center
1010 East and West Road
West Seneca, NY 14224
(716) 677-7000

NEW YORK STATE DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION

MAIL THE COMPLETED APPLICATION WITH A LIST OF THE CORRECTIONAL FACILITIES WHERE YOU WISH TO BE EMPLOYED TO:

**NYS Department of Corrections and Community Supervision
1220 Washington Avenue
State Office Building Campus
Building #2
Albany, NY 12226-2050
(518) 457-8132**

Bedford Hills Correctional Facility
247 Harris Road
Bedford Hills, NY 10507-2499
(914) 241-3100

Fishkill Correctional Facility
Box 307
Beacon, NY 12508
(845) 831-4800

Mohawk Correctional Facility
P.O. Box 8450
6100 School Road
Rome, NY 13440
(315) 339-5232

Wende Correctional Facility
P.O. Box 1187
Alden, NY 14004-1187
(716) 937-4000

Coxsackie Correctional Facility
Box 200
West Coxsackie, NY
12051-0200
(518) 731-2781

NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

MAIL THE COMPLETED APPLICATION TO THE FACILITY WHERE YOU WISH TO BE EMPLOYED.

Bernard M. Fineson
Developmental Disabilities
Services Office
P.O. Box 280507
Queens Village, NY 11428-0507
(718) 217-5110

Central New York
Developmental Disabilities
Services Office
Rome Office
Box 470
Rome, NY 13442-0470
(315) 336-2300, Ext. 578

Hudson Valley Developmental
Disabilities Services Office
P.O. Box 470, 7 Wilbur Road
Thiells, NY 10984
(845) 947-6300

Staten Island Developmental
Disabilities Services Office
1150 Forest Hill Road
Staten Island, NY 10314-6316
(718) 983-5433

Brooklyn Developmental
Disabilities Services Office
888 Fountain Avenue
Brooklyn, NY 11208-5997
(718) 642-6310

Central New York
Developmental Disabilities
Services Office
Syracuse Office
187 Northern Concourse
North Syracuse, NY 13212
(315) 473-6980

Long Island Developmental
Disabilities Services Office
45 Mall Drive, Suite 1
Commack, NY 11725
(631) 493-1830

Sunmount Developmental
Disabilities Services Office
2445 State Route 30
Tupper Lake, NY 12986
(518) 359-4150

Broome Developmental
Disabilities Services Office
249 Glenwood Road
Binghamton, NY 13905-1695
(607) 770-0241

Finger Lakes Developmental
Disabilities Services Office
ATTN: Human Resources Office
620 Westfall Road
Rochester, NY 14620
(585) 461-8800

Metro New York Developmental
Disabilities Services Office
Personnel Office
2400 Halsey Street
Bronx, NY 10461
(718) 430-0710

Taconic Developmental
Disabilities Services Office
26 Center Circle
Wassaic, NY 12592
Attn: OHRM
(845) 877-6821, Ext. 3367

Capital District Developmental
Disabilities Services Office
500 Balltown Road
Schenectady, NY 12304
(518) 370-7386

NYS Institute For Basic
Research in Developmental
Disabilities
1050 Forest Hill Road
Staten Island, NY 10314
(718) 494-5100

Metro New York Developmental
Disabilities Services Office
Manhattan Office
75 Morton Street
New York, NY 10014
(212) 229-3000

Western New York
Developmental Disabilities
Services Office
1200 East & West Road
West Seneca, NY 14224
(716) 517-2057

INFORMATION FOR CANDIDATES

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.