



Department of Human Resources & Civil Service

Open Competitive Training & Experience Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

Monroe Community Hospital

P-74876

Senior Respiratory Care Practitioner

- Application Fee: **None**
- Examination Date: **November 1, 2008**
- Closing Date for Filing: **October 18, 2008** – Applications must be filed in our office or postmarked by this date
- Salary: **\$37,956 - \$48,615 annually**
- Current Opening: **The results of this examination may be used to fill one (1) position at the Monroe Community Hospital.**
- Employment Opportunities: **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

Minimum Qualifications:

Candidates must be permanently employed in the competitive class at **Monroe Community Hospital** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Respiratory Care Practitioner** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an 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 the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Description of Duties:

This is a professional position at the Monroe Community Hospital responsible for administering cardiopulmonary procedures to residents. This position is distinguished from Respiratory Care Practitioner by virtue of its responsibility for more complex duties including the independent supervision of the Cardiopulmonary Unit in the absence of the Cardiopulmonary Services Manager, providing clinical and technical consultations of all unit modalities to the nursing and physician staff, providing in-service education to the cardiopulmonary staff as well as the nursing and physician staff, and receiving verbal resident care orders from physicians and nurse practitioners pending permission of the Cardiopulmonary Services Manager. Must be available to work during assigned shifts in absence of the Cardiopulmonary Services Manager. The employee reports directly to and works under the general supervision of the Cardiopulmonary Services Manager.

Scope of Examination:

There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the **Monroe County Department of Human Resources** on or before the last filing date of **October 18, 2008**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

Monroe County government prohibits discrimination in employment, program activities, procurement and contracting against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer

**Senior Respiratory Care Practitioner, P-74876
(Monroe Community Hospital)**

The Training and Experience Questionnaire will be available on November 1, 2008 and approved candidates will be required to complete and submit this questionnaire between **November 1, 2008 and midnight, November 30, 2008.**

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **October 18, 2008.**

Candidates who fail to submit a questionnaire by midnight, **November 30, 2008** will not receive a rating.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:

Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:

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 or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Children of Firefighters and Police Officers Killed in the Line of Duty:

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Issue Date: September 26, 2008