



# Department of Human Resources & Civil Service

Open Competitive Training & Experience Exam Announcement

Please Post Conspicuously

RE-ISSUE

Maggie Brooks  
County Executive

Brayton M. Connard  
Director

## OC-61151

## Cardiopulmonary Services Manager

- Application Fee: **\$15.00**
- Examination Date: **May 1, 2011**
- Application Deadline: **April 15, 2011** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
- Who May Apply: **Qualified residents of Monroe County**
- Salary: **\$44,012 - \$56,611 annually (Monroe County)**
- Employment Opportunities: **The Monroe Community Hospital has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**
- The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

**Minimum Qualifications:** Graduation from high school or possession of an equivalency diploma; PLUS ALL OF THE BELOW:

- (1) Possession of Registered Respiratory Therapist (RRT) credential issued by the National Board for Respiratory Care Inc. (NBRC), AND
- (2) Possession of a Respiratory Therapy (RT) license issued by the New York State Department of Education (NYSDOE), AND,
- (3) Five (5) years paid full time or its part time equivalent experience as a respiratory therapist, two (2) of which must have been in a supervisory capacity.

**Special Requirements:**

Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

\* part-time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

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

**Residency Requirement:**

There is no residency requirement for this examination.

**Fees:**

A \$15.00 **non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**

This is an administrative position responsible for directing, planning, and coordinating the operations of the cardiopulmonary services unit at Monroe Community Hospital. Work involves insuring the optimum level of cardiopulmonary care is afforded to residents. Work further involves developing and implementing policies, procedures and standards for the unit including quality assurance. The Manager also performs therapeutic duties when necessary. Work is conducted in close cooperation with other hospital units such as Admissions, Medical, Nursing and Administration regarding patient placement and establishing care plans. General supervision is exercised over a registered and/or licensed respiratory therapy staff. The employee reports directly to and works under general supervision of the Nursing Administrator or other administrative staff member.

**Scope of Examination:**

The examination will consist of an evaluation of education (training) and experience. There will be no written, oral, or performance test. Candidates are required to complete an application form and give accurate information. Vagueness and omissions will not be resolved in your favor.

All candidates meeting the minimum qualifications will have their education and experience rated against the general background of the position.

Please prepare a summary of your training and experience for this position. Be as detailed, concrete and specific as possible; vagueness and ambiguity will not be resolved in your favor. Additional information concerning a candidate's training and experience will not be accepted after the application has been rated.

In your summary of education and training, show all relevant, formal college-level course work including name and address of the institution, dates of attendance, major field of study, number of semester hours completed, and degrees or certificates received, if appropriate. Show relevant institutes, seminars, conferences or symposiums in which you have participated, including dates of attendance, hours of training received, and certificate received, if any. Credit will be given only for training completed after initial date of licensure and also completed within the last six (6) years.

For each relevant position you have held, list the name and address of your employer, name and title of your supervisor, your title and final annual salary, the dates of your employment (including month and years), your main duties and responsibilities and your reason for leaving. Include all clinical experience, as well as, any experience in teaching or research in speech and hearing disorders. You should also indicate whether the position was full or part-time and include

the number of hours worked per week. Experience gained through a provisional appointment cannot be used to meet the minimum qualifications.

No supplemental material will be accepted after the application has been rated.

**Weight:** Evaluation of education and Experience 100%

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, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **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.

**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 Veterans Affairs. 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.

**Re-issued date:** April 1, 2011

**Issue Date:** March 4, 2011