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THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

PUBLIC HEALTH ASSISTANT (SCHOOL HEALTH)

Exam. No. 8031

WHEN TO APPLY: From: January 2, 2008
To: January 22, 2008

APPLICATION FEE: \$30.00
Payable by money order to D.C.A.S. (EXAMS) or
payable online by credit card, bank card,
or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 3, 2008.**

WHAT THE JOB INVOLVES: Public Health Assistants (School Health), under direct supervision, assist medical and/or professional staff in schools or public health clinics by performing clerical and health-related duties. They perform vision, hearing and simple urinalysis tests; weigh and measure patients; take pulse, respiration rates and temperatures; collect and label specimens; prepare patients for examination and assist during examination; operate related equipment; may administer simple first aid; explain testing and clinic procedures to clients; answer routine questions and make appropriate referrals; make and receive related telephone calls; interview clients to obtain identifying and routine medical information; comfort patients and report relevant observations and information to the professional staff; may accompany nurses on home visits; organize, maintain, retrieve and replace medical folders, charts and forms and review for completeness; record and transcribe medical information onto appropriate forms, documents, charts, and computer database; serve as a receptionist; schedule appointments and contact patients via telephone or mail regarding appointments; send, receive and sort mail, medical records and notices; collect and record statistical data; maintain logs and schedules; request, arrange and maintain equipment and supplies; do light housekeeping and cleaning of instruments and equipment; and perform related work.

Some of the physical activities performed by Public Health Assistants (School Health) and environmental conditions are: lifting and carrying heavy packages for a distance of 30 feet; with assistance, lifting children onto examining tables; transporting heavy medical equipment via public transportation to healthcare sites; performing duties in confined work areas; wearing protective gear such as gloves, lab coats, and goggles; handling and manipulating laboratory equipment and instruments such as glass slides, jembac dishes, and other glassware, scissors, etc.; using public transportation to visit various public health sites in all weather conditions.

Special Working Conditions: Public Health Assistants (School Health) may be required to work rotating shifts including nights, weekends, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$13.62 per hour. This rate is subject to change.

HOW TO APPLY: If you believe that you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail locations.
2. **By mail:** Refer to the "Required Forms" Section below for the forms that you must fill out. Return the completed forms and application fee to DCAS Applications Section, 1 Centre Street, 14th Floor, New York, NY 10007.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization; or
2. Completion of eleventh grade of high school, and one year of full-time satisfactory experience performing health-related or clerical duties.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Medical Requirement: Medical guidelines have been established for the position of Public Health Assistant (School Health). You will be examined to determine whether you can perform the essential functions of the position of Public Health Assistant (School Health). Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take this medical examination, and/or to perform the essential functions of the job.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

1. You begin City service as a result of this examination; or
2. You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORMS:

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. This form must be filled out completely (sections A, B, C and D) and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions that may require the use of the following abilities:

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak Arabic, Spanish, Russian, French, Creole, Mandarin, and/or Cantonese you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration

for positions requiring this ability. Follow the instructions given to you in the multiple-choice booklet on the day of the test to indicate your interest in such Selective Certification.

Selective Certification for Special Experience: If you have (a) successfully completed a 32 hour training program and 3 months of experience in Audiometric and Visual Acuity Screening, or (b) 3 months experience conducting Audiometric Testing and Sound Level Measurements, you may be considered for appointment to positions requiring this training and experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this training and experience. Follow the instructions given to you in the multiple-choice booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 81815; Public Health Service (School Programs) Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas

