TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity





OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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TITLE: Compliance Program Coordinator

SALARY: $22.05 on hire rate and will increase to $23.97 per hour after completion of a nine-month training period

LOCATION: Tompkins County Administration

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 05/03/17

THE FINAL DATE TO FILE APPLICATIONS: 06/16/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/17/17

RESIDENCY WAIVED

LOCATION OF POSITION/VACANCIES:

Tompkins County Administration has an open competitive opportunity in the title of Compliance Program Coordinator. This is a full-time, benefits eligible position that supports and encourages a culture of compliance across County government, working with all departments, a variety of staff, and a number of external stakeholders. This role will serve as a member of the County Compliance Committee. In this position, there is flexibility in prioritizing the work and coordinating tasks and opportunity to gain exposure in project management, policy development, training development, and Web content management.

The ideal candidate for this position will possess solid written communication skills, strong interpersonal skills and the ability to develop and deliver informative presentations to a variety of audiences. Working knowledge of Title VI, ADA and MWBE, and knowledge of complaint resolution protocols are preferred.

Tompkins County is an Equal Opportunity Employer (EEO), committed to cultivating an inclusive and diverse workplace. Individuals seeking to contribute to the diversity and inclusivity of our organization and the communities we serve, are encouraged to apply. The residency requirement for this posting has been waived.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in public affairs, human services administration, business administration or a related field **AND** two years of full time paid (or equivalent part-time and/or volunteer) program coordination experience, preferably in a government environment; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in public affairs, human services administration, business administration or a related field **AND** four years of full time paid (or equivalent part-time and/or volunteer) program coordination experience, preferably in a government environment; **OR**

(c) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in public affairs, human services administration, business administration or a related field **AND** six years of full time paid (or equivalent part-time

and/or volunteer) program coordination experience, preferably in a government environment; **OR**

(d) Any combination of training and experience equal to or greater than that defined in (a) and (b) above.

SPECIAL REQUIREMENT: The candidate must possess a valid New York State driver's license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:
Under the general supervision of the Deputy County Administrator (DCA), this administrative position assists with implementation of all elements of the County Compliance Program, including Title VI activities. The employee supports and encourages a culture of compliance, helping to ensure that the County workforce meets related regulatory standards for demonstrating accountability. General responsibilities include County Compliance Program monitoring, evaluation, and revising aspects of the Program as needed based on regulatory changes or emerging trends. This position is also responsible for coordination of County Compliance Program training activities, including content development, planning and outreach, and delivery. The performance of County Compliance Program Coordinator duties will require coordination with the Personnel and County Attorney departments, the County's Information Security Compliance Officer, the County's Risk Manager, the County's Health and Safety Coordinator, and with other county department staff assigned to compliance activities within their departments. Considerable interpersonal skills are needed to plan, implement, and coordinate inter-group cooperation, and to, teach and advise county staff, contractors, and grant sub-recipients on corporate compliance issues and the proper methods of ensuring compliance. Supervision of others is not typically a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Research state and federal regulations, report findings to the DCA, and recommend steps to ensure the County's Compliance Program is responsive.
- Assist with developing or revising policies and procedures relating to compliance matters, including the Compliance
- Program Document; Fact Sheet Series; and Administrative Policy Manual.
- Monitor and respond to Compliance HelpLine operations.
- Interact with regulatory authorities to clarify compliance requirements or to discuss potential deficiencies.
- Coordinate all Title VI compliance activities, including processing of Title VI complaints; establishing procedures for promptly resolving Title VI deficiencies within County operations; gathering statistical data from County departments to meet Title VI regulatory requirements; and developing Title VI outreach information for internal use and for use by external beneficiaries of County services;
- Assist County employees with compliance related questions by researching regulatory reference materials and obtaining advice from regulatory agency staff or industry professionals as necessary.
- Collect and analyze internal data to inform potential risk and to support compliance operations.
- Receive, track, and, as appropriate, assist with investigation of compliance-related issues.
- Participate in internal and external teams related to compliance matters.
- Assist with compliance training assessment, planning, development, delivery, and follow up, including coordination with other internal training activities.
- Assist with meeting planning and coordination.
- Assist with presentation development and delivery.
- Write reports, summaries, memos, and other written materials for various internal and external audiences.
- Use computer applications or other automated systems such as spreadsheets, word processing, document management (i.e. Laserfiche), calendar, e-mail, and database software in performing work assignments.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of program administration including planning and implementation, budgeting, and methods for tracking program success;
- Good knowledge of local government environment;
- Working knowledge of LEP, ADA, and M/WBE helpful;
- Experience and skill in researching/developing policy;
- Experience and skill in writing detailed, high-quality reports;
- Experience and skill in preparing marketing and outreach communications for varied audiences;
- Solid relationship management skills with the ability to negotiate with diverse groups, internal and external to the County organization;
- Solid collection; analysis; and reporting skills;
- Strong critical thinking skills with sound professional judgment;

- Excellent verbal and written communication skills, including the ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position;
- Solid presentation skills;
- Ability to organize and manage complex tasks and competing priorities.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation. The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. Dyslexia or other types of learning disorders could result in an employee being unable to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms necessary to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled office environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.
The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at http://www.tompkins-co.org/personnel/CivilSrvForms/index.html

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â’

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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850