

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## PROMOTIONAL

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:** Director of Children with Special Care Needs - Promotional

**EXAM NO:** 77191

**SALARY:** \$38.47/hr 2017 Hire Rate

**EXAM DATE:** 09/09/17

**ISSUE DATE:** 07/19/17

**THE FINAL DATE TO FILE APPLICATIONS:** 08/03/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/10/17

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF A QUIET HAND-HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.**

### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one opportunity in the title of Director of Children With Special Care Needs with the Tompkins County Health Department. The eligible list resulting from this promotional examination may be used to fill any full-time, part-time and/or temporary positions that may occur during the life of the eligible list.

### **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION**

Prior to the final filing date announced, the applicant must currently hold, and have continuously held, at least one year of permanent competitive class status in the title of Team Leader, Senior Community Health Nurse or Supervising Community Health Nurse in the Tompkins County Health Department.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

1. All applicants must possess a valid New York State Registered Professional Nurse's license at the time of application and maintain such license and current registration for the duration of employment.
2. All applicants are required to possess a valid New York State Drivers License at the time of application and maintain such license for the duration of employment.

3. All applicants must possess current CPR certification (American Red Cross or American Heart Association) at the time of application and maintain such certification for the duration of employment.
4. All applicants must demonstrate completion of coursework or training in infection control approved by the NYS Department of Health and the NYS Education Department by providing a valid certificate at the time of application and maintain such certification for the duration of employment.

Please upload PDF copies of these documents when you apply. Failure to do so may result in a delay in the review and approval of your application.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional administrative nursing position with responsibility for the administrative, professional and financial operations of the Children with Special Care Needs Division (CSCN) and encompassed programs. Incumbent in this class is required to have thorough knowledge of the regulatory requirements, guidelines and administration of the following programs; the New York State Department of Health (NYSDOH) Early Intervention Program, and the NYS Department of Education Preschool Special Education Program. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient delivery of services for all clientele. The activities are performed under the supervision of the Public Health Director. Supervision is exercised over auxiliary personnel. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Plans, initiates and directs all programs within the CSCN Division – including but not limited to the Early Intervention Program; Preschool Special Education Program, the Children with Special Care Needs Program, and the Physically Handicapped Children’s Program;
- Supervises Community Health Nurses to insure that every client receives services of a high quality and meets standards in accordance with NYSDOH and TCHD;
- Recommends the number, types of staff and supervision required to meet the Division’s various program responsibilities;
- Recruits, contracts with and provides direct oversight and monitors regulatory compliance of contracted professional providers and agencies to provide the quality and quantity of services each program is required to provide to clients within their place of residence and /or community location of client choice;
- Develops, implements and monitors policies and standards for all Division services to ensure compliance with applicable local, state, and federal laws and regulations;
- Plans orientation of new personnel and provides appropriate in-service education specific to meeting Division responsibilities;
- Develops procedures for systematic evaluation of Division programs;
- Reviews and compiles appropriate records and reports;
- Makes provisions for periodic and/or directly evaluates employee performance;
- Develops agreements and contracts where applicable to provide Division services or to secure services needed by the Divisions programs;
- Serves as Early Intervention Official Designee per Public Health Law;
- Communicates with media representatives as directed by the Public Health Director;
- Interprets agency services and policies to the general public, other health service providers and the recipients of all Division services;
- Develops, maintains and prepares budget data, costs study and grant applications and reports within State, Federal and County guidelines.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current NYSDOH regulations pertaining to the Early Intervention Program;
- Thorough knowledge of current NYS Department of Education regulations pertaining to the Preschool Special Education Program;
- Thorough knowledge of current nursing practice and administration;
- Thorough knowledge of community organizations;
- Working knowledge of typical and atypical development of the pediatric client and various developmental, medical and psychological evaluation and diagnostic assessments tools;
- Working knowledge of research methods;
- Ability to plan, organize and direct the activities of others;
- Ability to interpret existing and proposed Division programs for effectiveness;

- Ability to work cooperatively with others;
- Ability to communicate effectively;
- Ability to perform duties in accordance with ANA Code for Professional Nurses;
- Physical condition commensurate with the demands of this position.

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**Complete Scope of the examination and Expanded subtest descriptions:**

1. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

2. Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

5. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only on what is presented in the passages and not on what you may happen to know about the topic.**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

## 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