

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

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

TITLE: WIC Program Director

EXAM NO: 60160

SALARY: \$26.27/hr - 2017 Hire Rate

EXAM DATE: 10/28/17

ISSUE DATE: 09/13/17

THE FINAL DATE TO FILE APPLICATIONS: 09/28/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/29/17

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 IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of WIC Program Director located at the Tompkins County Health Department. The eligible list resulting from this examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Possession of a Masters degree in human nutrition science **AND** at least one year of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, or other types of positions in the healthcare field; **OR**
- (b) Possession of a Bachelors in Nursing **AND** licensed as a Registered Professional Nurse (RN) **AND** a minimum of six credit hours in nutrition **AND** at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, nurses, or other types of positions in the healthcare field; **OR**
- (c) Possession of a Bachelors degree in human nutrition science, **AND** at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, or other types of positions in the healthcare field; **OR**

(d) Credentials as a Registered Dietitian (RD) **AND** at least three years of full-time paid (or the equivalent part-time) experience supervising nutritionists, dieticians, home health aides, or other types of positions in the healthcare field; **OR**

(e) Any combination of training and experience equal to or greater than that specified in (a), (b), (c) or (d) 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:

This is an administrative position responsible for the implementation, direction and coordination of the Women, Infants and Children (WIC) Supplemental Nutrition Assistance Program, a program which provides supplemental foods, nutrition education and referral to health and human services to the target population during critical times of growth and development.

Responsibilities include staff supervision, case management, program policy interpretation, fiscal management and implementation of regulations to assure WIC participants' nutrition education and program benefits. The incumbent exercises considerable independent judgment and works under the general supervision from the Director of Community Health and Public Health Director. Direct supervision is exercised over subordinate professional and clerical staff. The incumbent will perform all related work, including clinical staffing, as required.

TYPICAL WORK ACTIVITIES:

- Directs WIC Program activities in Tompkins County, working with the sponsoring entity, Tompkins County Health Department and the NYS Regional WIC Office;
- Ensures proper effective implementation of all nutritional and administrative services;
- Develops, reviews, maintains and updates local policy and procedure manual for WIC Program compliance including interpretation of changes in county, state and federal regulations;
- Prepares budget and monitors expenditures with full fiscal responsibility for adherence to grant guidelines, maintains budget control;
- Supervises and works with nutrition staff in assessment of participant's nutritional status at clinic, implements the activities of the WIC nutrition education curriculum;
- Recruits eligible participants to ensure maximum program enrollment at all times;
- Conducts orientation, training, supervision and evaluation of program staff;
- Audits all voucher disbursements, issued and redeemed;
- Maintains contacts, contracts and MOU's with Health Department programs and with other public and private agencies for an effective referral system;
- Utilizes the regional performance summary to conduct an annual program self-assessment, prepares reports to evaluate program progress and assists in formulating position papers related to current or proposed activities;
- Has major responsibility for preparation of reports required by county, state and federal regulations;
- Ensures staff obtains and stays current on all NYS WIC sponsored, county and departmental training and continuing education requirements, maintains a current log of staff training and develops a training plan for each employee;
- Prepares publicity and media releases for participant recruitment into the nutrition program and maintains an active caseload retention plan;
- Performs the duties of a Competent Professional Authority (CPA) per NYS WIC standards, AND, works clinic on a regular basis as defined by the NYS WIC contract to maintain awareness of caseload demands and clinic flow;
- Assists in the setting up and breaking down of clinic including tables, chairs and anthropometrics equipment as needed;
- Conducts anthropometrical measurements on children including blood work as needed;
- Provides leadership in planning, conducting, and evaluating participant-centered nutrition education;
- Provides guidance and training in nutrition assessment and counseling to staff as needed;
- Develops clinic schedules, arranging dates, staffing, times, sites and assures that leases are updated;
- Orders and arranges for maintenance of all necessary equipment and maintains current inventory;
- Orders and monitors all supply needs for the program including medical supplies, office supplies, nutrition supplies, printing and other miscellaneous supplies;
- Supervises staff during clinic to assess program operations and amend procedures as necessary;
- Develops Quality Assurance activities specific to the agency needs and conducts, documents and reports on required quality assurance reviews, implements corrective actions and monitors program improvement;
- Oversees volunteers and student interns including development of appropriate positions, orientation and evaluation of activities completed;

- Develops and prepares proposals for funding of Special Initiatives grants available through the New York State Department of Health.
- Participates in emergency preparedness training as required by the sponsoring agency, Tompkins County Health Department.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices and terminology of administration and management;
- Thorough knowledge of maternal and child health issues;
- Thorough knowledge of WIC Program policies and regulations;
- Good knowledge of local government operations;
- Good knowledge of the special needs and problems of WIC Program participants-;
- Working knowledge of the practices and techniques of data collection;
- Ability to direct and evaluate the programs of a public service agency;
- Ability to plan and supervise the work of others;
- Ability to analyze, prepare and monitor budgets;
- Ability to analyze and interpret reports;
- Ability to provide leadership and to secure the cooperation of others;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies including publicizing the WIC Program;
- Ability to express oneself effectively both orally and in writing;
- Ability to coordinate and direct staff in a dynamic clinic environment;
- The employee's physical condition shall be commensurate with the demands of the position.

REFERENCE: NYSDOH, WIC Program Manual, Section #1460, 6/2016, Policy: Local Agency Nutrition Staff pgs. 1-5.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

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 and training

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

5. Providing services to women, infants and children

These questions test for knowledge of the special needs of the WIC program service population. Topics may include maternal and pediatric nutrition; breastfeeding and its relationship to the health, nutrition, and development of the infant; and common nutritional problems of the economically disadvantaged.

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

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