

# 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**

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**TITLE:** Waste Reduction and Recycling Specialist

**EXAM NO:** 65926

**SALARY:** \$23.02 - 2017 Hire Rate

**EXAM DATE:** 11/18/17

**ISSUE DATE:** 10/05/17

**THE FINAL DATE TO FILE APPLICATIONS:** 10/20/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/19/17

**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 POSITION:**

There is currently one position in the title of Waste Reduction and Recycling Specialist located at the Tompkins County Department of Recycling and Materials Management. 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 list.

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in environmental studies, natural resources or planning **AND** two years of full-time (or the equivalent part-time and/or volunteer) paid experience working in the environmental, natural resources, or recycling operations fields; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in environmental studies, natural resources or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; **OR**
- (c) Graduation from high school or possession of a GED **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; two years of which must have involved program coordination; **OR**

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

**SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State Drivers license at the time of application and maintain such license for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

The incumbent provides direct assistance to residents, local municipalities, educational institutions, and businesses in communicating, educating, and providing resources in the development and coordination of their waste reduction programs, to ensure sustainable, coordinated and cost effective efforts. Such waste reduction programs include source reduction, reuse, green purchasing, composting, recycling, and other efforts designed to minimize waste. The incumbent works closely with local public officials, private consultants and contractors concerning implementation of program plans. Supervises subordinate staff, project assistants and volunteers. Work is performed under the general supervision of the Solid Waste Operations Manager. Duties require the exercise of considerable independent judgment in development and implementation of waste reduction and recycling programs. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Assists the Solid Waste Operations Manager in organizing, administering and guiding educational aspects of the solid waste program
- Provides waste reduction and recycling programs and materials to residences, businesses and schools;
- Develops training and instructional materials related to waste reduction and recycling;
- Assists Solid Waste Operations Manager in overseeing County recycling program;
- Research waste reduction and recycling (and green purchasing) initiatives;
- Attends meetings, reviews reports and plans, etc.;
- Prepares bid specifications, requests for proposals, grant proposals, program budgets, contracts for program areas, and other documents as required;
- Provides methods for increasing public knowledge of waste reduction and recycling programs and operations, and participates in related public information programs;
- Provides information to local policymakers, businesses, and the public;
- Prepares budgets, narratives, reports, annual work programs and related educational materials related to all programs;
- Inspects work in progress for conformance with plans and specifications (contracts);
- Oversees waste reduction, recycling collection, and green purchasing program for residents, institutions, and the business community.
- Establish and maintain various data collection, record keeping, tracking and reporting systems.
- Conducts waste assessments at businesses and institutions and provides recommendations and technical assistance
- Provides technical assistance on waste management to operators of community events/Coordinates special event waste reduction and recycling

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

- Working knowledge and understanding of the basic principles and practices related to waste reduction and recycling management;
- Working knowledge of state and local sanitary codes;
- Good knowledge of recent developments, current literature and sources of information relating to recycling;
- Good knowledge of Federal, State, and local laws and regulations relating to recycling;
- Ability to work effectively with municipal, educational and business officials, private citizens and community groups and private contractors and consultants;
- Ability to establish and maintain cooperative relationships with the public;
- Skill in inspection techniques;
- Good observation skills;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Firmness, tact, good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created May 1, 2008

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

### 1. 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.

### 2. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

### 3. Principles and practices of solid waste management

These questions test for knowledge of the principles and practices involved in planning, implementing, coordinating, and evaluating solid waste management programs, including appropriate solid waste management strategies, solid waste management responsibilities and recommendations of federal, New York State, and local governmental agencies, the advantages and disadvantages of the various solid waste management and disposal practices typically used, and related legal requirements contained in current federal and New York State laws, rules, and regulations.

### 4. Solid waste resource recovery technology, including composting, materials recovery and recycling, and marketing of recyclables

These questions test for knowledge of the principles, practices, and technology involved in the solid waste reduction and resource recovery processes, including waste stream analysis, classification, and separation, materials recovery, reduction, reuse, recycling, and marketability, and composting of organic materials.

### 5. Planning, managing, and coordinating solid waste recycling programs

These questions test for knowledge of the principles and practices involved in the planning, implementation, management, coordination, and evaluation of solid waste recycling programs, including the typical components of various types of solid waste streams, separation procedures used for solid waste stream components, recycling procedures and programs for various types of separated materials, and market forces that affect solid waste recycling programs.

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