

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

TITLE: Deputy Commissioner of Social Services

SALARY: Annual salary of \$80,018 to \$86,902.

LOCATION: Department of Social Services

TYPE OF EMPLOYMENT: Full-Time permanent non-competitive appointment (no civil service test).

ISSUE DATE: 03/21/18

THE FINAL DATE TO FILE APPLICATIONS: 04/18/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 04/19/18

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.

LOCATION OF POSITIONS/VACANCIES:

There is currently one full-time permanent non-competitive class opportunity in the title Deputy Commissioner of Social Services located in the Tompkins County Department of Social Services. This is an FLSA Exempt salaried Management position which pays from \$80,018 to \$86,902 per year and is fully benefits eligible. The incumbent will work a 40-hour work week.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with Bachelors Degree **AND** five years of full-time paid experience in a health, education or social agency, at least three years of which must have been in an administrative or supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with Bachelors Degree **AND** five years of full-time paid experience in an administrative or management position with responsibility for planning, directing and coordinating the work of a substantial number of staff working in several units or performing several separate functions; **OR**
- (c) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree **AND** experience as a local social services commissioner. Each year of experience as a social services commissioner, within six years immediately preceding the date of application, shall be the equivalent of two years of experience as defined in (b) above; **OR**

(d) Post graduation education at a regionally accredited or New York State university in the fields of social work, public administration, hospital administration, educational administration or business administration, shall be the deemed equivalent, on a year-for-year basis, to up to two years of the experience described in (a) above, however, no such post-graduate training shall be the equivalent of the three years of administrative or supervisory experience required in (a) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of the Commissioner of Social Services, an incumbent of this class acts generally for and on behalf of the Commissioner consistent with the provisions of the Tompkins County Charter by sharing fully in the administration, planning, organization and operational activities of the Department of Social Services. This class is responsible to the Commissioner for the attainment of organizational objectives designed to achieve compliance with Federal, State and County mandates. Responsibilities involve extensive contact with key individuals in public, private and community organizations and agencies at the national, state and local level concerning the operation of a social services agency. An incumbent in this position influences policy and must maintain a trusting and confidential relationship with the Commissioner. Supervision is exercised over a number of managerial, professional and clerical personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Advises and assists the Commissioner in the formulation of departmental policies, plans and;
- Evaluates all phases of Social Service activities against established objectives and directs the implementation of corrective action when necessary;
- Directs the coordination and integration of each operational area with overall social services objectives;
- Acts for the Commissioner, as required, in those areas that interact with other County departments, governmental and private agencies and community groups;
- Resolves major or unusual operating problems, advising and consulting with the Commissioner on those issues not covered by policy;
- Acts for the Commissioner, as required, in the Department's relations with the community, governmental agencies and other County departments as required;
- Addresses meetings of civic groups, municipal groups, public groups, etc. on all matters pertaining to Social Services;
- Prepares occasional news releases, answers questions and inquiries from the press for the Commissioner;
- Reviews monthly and annual reports of various divisions and monitors compliance with local, state, and federal laws;
- Monitors the Department's training plan;
- Monitors the personnel decisions such as the hiring and discharging of staff;
- Interprets federal and state policy directives and ensures local policies are in place;
- Monitors the continuity of operations plans for each division within the Department;
- Meets with members of the public, when appropriate, to resolve complaints regarding the provision of service;
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern management practices;
- Good knowledge of federal, state and local laws, rules, regulations and policies applicable to the operation of the Department;
- Ability to mediate and resolve internal conflicts between staff;
- Ability to plan, implement and integrate social services policies, regulations and procedures;
- Ability to manage a complex organization effectively;
- Ability to meet and deal effectively with private, public and community officials and individuals;
- Ability to analyze and evaluate reports and studies; ability to speak and write effectively;
- Ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Integrity, initiative, reliability, tact, resourcefulness, and sound and mature professional judgment are required.
- The employee's physical and mental condition shall be commensurate with demands of the position.

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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.

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