

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: Education and Outreach Coordinator

EXAM NO: 65904

SALARY: \$21.38 at hire increasing to \$23.23 after a nine-month training period.

LOCATION: Tompkins County Department of Human Rights

TYPE OF EMPLOYMENT: Full-time permanent

EXAM DATE: 06/09/18

ISSUE DATE: 04/17/18

THE FINAL DATE TO FILE APPLICATIONS: 05/07/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/10/18

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.

THE USE OF A QUIET HAND-HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one full-time 35-hour per week opportunity in the title of Education and Outreach Coordinator in the Tompkins County Office of Human Rights. This is a full-time permanent, benefits eligible, competitive class appointment. This position has primary responsibility for the planning, development, coordination, and implementation of programs related to all aspects of human rights education and enforcement.

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.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors degree **AND** at least two years of program development, community outreach volunteer coordination or public relations experience; **OR**

(b) Graduation from a New York State registered two-year college with an Associates Degree **AND** at least four years of program development, community outreach or volunteer coordination, or public relations experience; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** least six years of program development, community outreach or volunteer coordination, or public relations experience; **OR**

(d) Any combination of education and experience equal to or greater than that described in (a), (b), or (c) as determined by the Commissioner of Human Resources.

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:

This position has primary responsibility for the planning, development, coordination, and implementation of programs related to all aspects of human rights education and enforcement—specifically as it relates to protected classes in housing, employment, and public accommodation discrimination. Duties include program development, implementation and assessment; creation and dissemination of public relations materials; developing and implementing strategies for county-wide collaborative efforts; and maintenance of social media communications for the office. The employee will perform grant writing, outreach and training for county department staff and community stakeholders, and the recruitment of volunteers. The work is performed under the direct supervision of the Director of Human Rights with significant latitude for the exercise of independent judgment in program development. The employee is responsible for assisting the Director of Human Rights in building local, state, and federal partnerships as well as collaborating with community stakeholders for the purpose of networking and building coalitions for community action. Supervision of others is not typically a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Under the direct supervision of the Director of Human Rights, confers with local authorities, civic leaders, government officials regarding programming needs in the community;
- Coordinates planning and implementation of proposed and ongoing projects;
- Prepares project feasibility and impact statements and makes recommendations to the Director of Human Rights;
- Collects documentation to support applications for funding;
- Researches, prepares, develops, and reports on the availability of grants;
- Designs, develops, and implements programs to deliver;
- Convenes and coordinates a diverse range of professionals, volunteers, and interns in order to support programming that will enhance social justice outcomes throughout the County.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles and practices involved in human rights program planning and implementation;
- Good knowledge of program administration including budgeting, methods and procedures, program reporting, communication, and public speaking/training techniques;
- Excellent communication skills and a demonstrated ability to develop effective collaborative relationships;
- Excellent verbal and written communication skills;
- Competent in organizational time management skills with the ability to coordinate and plan;
- Demonstrated problem solving and decision making skills;
- Detail oriented, able to track, follow through and meet deadlines;
- Ability to work with diverse populations - demonstrating cultural competency and County-wide community awareness;
- Ability to develop, organize, coordinate, implement and evaluate complex and diverse programs and initiatives;
- Ability to communicate effectively with diverse groups of community leaders, co-workers and clientele;
- Resourcefulness, sound professional judgment, integrity, tact, courtesy and dependability are all required personal characteristics.
- The Office of Human Rights is an office of equal opportunity and reasonably accommodates persons with disabilities.
- The employee's physical and mental condition shall be commensurate with the demands of the position, with or without reasonable accommodations.
- Please be aware that the Office of Human Rights is an office of equal opportunity and reasonably accommodates persons with disabilities.

Originally created 05/08/2017

E54.doc

Subjects of examination:

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Evaluating conclusions in light of known facts

These questions will consist of a set of factual statements and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

2. 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.

3. 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.

4. 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 on line 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