

# 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:** Work Environment Health and Safety Assistant

**EXAM NO:** 66053

**SALARY:** Range of \$30,600.00 to \$36,000.00 depending on education/experience above the minimum.

**LOCATION:** T-S-T BOCES

**TYPE OF EMPLOYMENT:** Full-time

**EXAM DATE:** 06/09/18

**ISSUE DATE:** 04/20/18

**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 RECOMMENDED FOR THIS EXAMINATION. YOU WILL NOT BE ALLOWED TO USE THE CALCULATOR APP ON YOUR CELL PHONE.**

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

There is currently one full-time opportunity in the title of Work Environment Health & Safety available at the T-S-T BOCES school. The eligible list resulting from this examination may be used to fill this vacancy and any other full-time, part-time and/or temporary vacancies that may occur during the life of the eligible list.

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in science, or in a health or medical-related field; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) administrative, medical, or technical experience in a community health agency, school health service, a laboratory, environmental or occupational health agency; **OR**

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

**SPECIAL REQUIREMENT:**

1. Candidates will be required to possess a valid New York State Driver's License to operate motor vehicle at the time of appointment and maintain such certification for the duration of employment.
2. The candidate must obtain NYS Code Enforcement Officer Certification within one year of appointment and maintain such certification for the duration of employment.
3. The candidate must obtain certification as a CPR Trainer within one year of appointment and maintain such certification for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position supports the Work Environment Health and Safety program. The incumbent assists the Coordinators of Work Environment Health and Safety with the creation and administration of work environment health and safety programs. The work is performed under the general supervision of the Coordinator with considerable leeway allowed for the exercise of independent judgment in the performance of these duties. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Develops and maintains record management systems for project activities;
- At the direction of the Coordinator, meets with staff and administrators in schools and community settings to disseminate information regarding new laws, regulations, workshops and training activities for area school personnel;
- Develops, implements and modifies procedures and activities for the program;
- Facilitates the flow of information between and among school staff, school administrators, and health providers;
- Assists the Coordinator of Work Environment Health and Safety with the creation, administration and coordination of health and safety programs;
- Assists the Coordinator in providing information to area school districts in the areas of public employees safety and health, toxic substances, asbestos abatement, hazardous waste disposal, fire codes, and other state and federal health and safety regulations;
- Assists the Coordinator in disseminating information and evaluating compliance with "Right to Know" activities, handicapped accessibility, and disaster preparedness;
- Provides code compliance, health and safety, and cardio-pulmonary resuscitation training for school district personnel;
- Under the direction of the Coordinator, assists school district personnel in developing policies and procedures to address code compliance and health and safety issues;
- Assists the Coordinator in the preparation of required State and Federal health and safety reports;
- Maintains appropriate certifications.

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

- Working knowledge of work environment health and safety laws, rules and regulations;
- Working knowledge of basic office record keeping tasks and procedures;
- Ability to communicate effectively, both verbally and in writing;
- Ability to understand and interpret a variety of written material;
- Ability to coordinate training activities and serve as a group trainer when necessary;
- Ability to work independently;
- Ability to operate a computer using word processing, database management, and spreadsheet software (keyboarding speed is not a factor, however, accuracy is important);
- Ability to handle routine administrative details independently, including the composition of letters and memoranda;
- Ability to understand and carry out complex oral and written instructions;
- Ability to establish and maintain cooperative relations with the employees, school administrators and other agencies; and
- Ability to gain cooperation of others and to project a professional image;
- Ability to accurately prepare a variety of detailed reports;
- Ability to establish priorities;
- Tact, courtesy, confidentiality and good judgment are required.
- The employee's physical condition shall be commensurate with the demands of the position.

**Subjects of examination:**

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

**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. 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](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