

# 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:** Program Management Specialist

**EXAM NO:** 62484

**SALARY:** \$23.69 per hour - 2018 Hire Rate

**LOCATION:** Youth Services

**EXAM DATE:** 09/29/18

**ISSUE DATE:** 08/01/18

**THE FINAL DATE TO FILE APPLICATIONS:** 08/16/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/30/18

**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 POSITION/VACANCIES:**

There is currently one full-time vacancy in the title of Program Management Specialist at Tompkins County Youth Services department. The eligible list resulting from this open competitive 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) Graduation from a regionally accredited or New York State registered College or university with a Masters Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience designing, planning, or implementing a youth or human services program; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience designing, planning, or implementing a youth or human services program; **OR**
- (c) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience designing, planning, or implementing a youth or human services program; **OR**

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

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for interpreting the broad policy goals adopted by the County Youth Board and implementing the Department's goals, objectives and work plans to enable local municipalities and not-for-profit agencies to implement effective youth development and delinquency prevention programs. The work involves engaging elected officials and agency directors in cooperative planning and negotiation of service systems and multi-program contracts. The program management specialist's work involves community organizing and development activities, development of appropriate needs assessments, multiple source budgets, evaluations and consultation with boards of directors, elected boards as well as program staff to enable them to plan, finance, implement and evaluate effective county-wide and local youth services. The position is also responsible for supervising and evaluating the work of interns. In addition to working with individual communities and agencies, the position is responsible for assisting the department to initiate and implement systems and procedures to promote inter-municipal and inter-agency agreement and the coordination of services.

**TYPICAL WORK ACTIVITIES:**

- Helps to develop departmental goals, objectives, and work plans within the broad guidelines of the Tompkins County Comprehensive Plan;
- Negotiates multi-program contracts with Supervisors, Mayors, elected officials, youth commissions and directors and/or program coordinators of youth service agencies;
- Assists the department to conduct community planning efforts to meet high priority needs identified in the County's Comprehensive Youth Services Plan;
- Implements resource allocation and program evaluation procedures to achieve the broadly stated goals of the Youth Board. Tasks include consulting with potential applicants on program design and budget planning; analyzing program and budget proposals for Youth Board volunteers to evaluate funding requests; designing program and expense reporting systems;
- Interprets and implements monitoring standards and procedures for all communities and programs and application to specific county funded programs;
- Supervises the assignments and performance of the interns or work study employees according to county and departmental policies;
- Prepares program and statistical reports for the Youth Services Director, the County Youth Board, Board of Representatives and/or other local governments;
- Researches and writes grant proposals to enable the County or priority programs to secure State Federal and/or private funds to implement priority services;
- Initiates requests for services from other county departments and funding agencies to assist municipalities and agencies in planning and running programs;
- Initiates a variety of systems to facilitate inter-municipal and inter-agency coordination.

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

- Thorough understanding of youth and youth development programming;
- Thorough knowledge of the concepts and methods of community development;
- Thorough knowledge of program planning, budgeting, program accountability and contract management;
- Ability to establish and maintain effective working relationships with elected officials, other funding agencies, agency directors, program staff, community volunteers on advisory boards and boards of directors;
- Excellent skills in collecting, organizing and interpreting data and information for planning and evaluation;
- Very good organizational and problem solving skills;
- Ability to generate documents and spreadsheets;
- Ability to effectively plan, supervise and evaluate the work of others;
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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

1. Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

## 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. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

## 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 online at: <https://www.cs.ny.gov/testing/testguides.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.

**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