

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: Employee Health and Safety Coordinator

EXAM NO: 61021

SALARY: \$26.80 per hour - 2018 Hire Rate

EXAM DATE: 11/03/18

ISSUE DATE: 09/10/18

THE FINAL DATE TO FILE APPLICATIONS: 09/25/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/04/18

RESIDENCY WAIVED

THE USE OF A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Employee Health and Safety Coordinator located at the Tompkins County Health 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 college or university, or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's Degree or higher in Occupational Health and Safety; Environmental or Industrial Sciences or Engineering, Nursing, Occupational or Industrial Safety, or a related field **AND** four (4) years of full-time (or the equivalent part-time) paid work experience involving the development and implementation of occupational safety and health, risk management, or loss prevention programs, or the administration of safety education and training; **OR**

(b) Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Occupational Health and Safety; Environmental or Industrial Sciences or Engineering, Nursing, Occupational or Industrial Safety, or a related field **AND** six (6) years of full-time (or the equivalent part-time) paid work experience involving the development and implementation of occupational safety and health, risk management, or loss prevention programs, or the administration of safety education and training; **OR**

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

NOTE: Experience in the insurance field performing site inspections or investigating claims related to loss or safety will be accepted as qualifying experience in (a) and (b) above.

SPECIAL REQUIREMENT:

The successful candidate must possess a valid New York State driver's license at the time of appointment and maintain a valid license in good standing for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the technical work involved in planning, implementing, and coordinating comprehensive occupational health and safety programs for the County. An employee in this class may develop, supervise, coordinate and deliver interdepartmental education and safety training, and related program activities, in accordance with requirements of local, state and federal laws and regulations, including the maintenance of records and other documentation. The position is responsible for risk assessment, evaluation, and remediation as necessary, to protect the safety and health of employees, clients, and the public; and to safeguard properties, facilities, and physical assets from loss. The work is performed under the general direction of the Public Health Director or designee, with a high degree of autonomy, and latitude for independent action and initiative. Supervision of others is not normally a function of this class; however, the employee is expected to lead safety and health activities, working in collaboration with other safety professionals as well as other County staff, as applicable. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans and implements a comprehensive, county-wide occupational safety and health program; formulates policies, standards, and procedures as necessary; and monitors compliance with applicable laws and regulations;
- Conducts and/or coordinates education and safety training programs aimed at preventing work related accidents and injuries, increase proficiency in safe work practices, and promote heightened safety awareness;
- Secures appropriate training resources, to address identified safety concerns or hazards, and loss prevention; as well as mandatory training subjects, to include, but not limited to: hazardous chemicals, confined spaces, and equipment, machinery, and vehicle safety;
- Works in cooperation with designated department personnel to design safety programs based on specific departmental needs or functions, such as the use of equipment and facilities;
- Implements procedures for identifying, investigating, reporting and controlling hazardous conditions and practices; conducts investigations and inspections to detect existing or potential accident and health hazards, and/or to determine causes of accidents; and recommends corrective or preventive measures as appropriate;
- Performs workplace inspections to identify potentially unsafe working conditions and works with supervisory personnel to ensure ongoing compliance with health and safety programs and regulations;
- Informs department administration of operating procedures not in compliance with State or Federal safety guidelines and makes recommendations to improve or correct deficiencies;
- Coordinates the fulfillment of reporting requirements with applicable County staff, when incidents and accidents occur, to insure compliance with all laws, rules and regulations;
- Investigates accidents to determine root cause and contributing factors, and proposes corrective action or mitigating procedures to affected parties;
- Performs building and grounds inspections as needed to identify unsafe conditions or verify compliance with regulations for public use including NYS Fire Prevention and Building Code inspections, and other applicable laws;
- Recommends specific safety programs to reduce accidents;
- Recommends purchase of appropriate safety equipment, and provides for training in the proper use of such;
- Advises employees who are at high risk from hazardous substances at the work site according to state and federal Regulations and County safety policies;
- Performs annual Workplace Violence Prevention audits;
- Reviews construction and renovation plans to ensure the safety of employees, contractors, and the public during construction activities;
- Develops and maintains a complete and accurate recordkeeping system for all safety records and files;
- Maintains current knowledge of OSHA, PESH, DOT and other applicable standards and administrative practices and remains abreast of changes in legislation, laws, and regulations, and provides technical advice pertaining to same;
- Chairs County Safety Committee, and provides up-to-date training for committee members;
- Works in consultation with the Commissioner of Personnel, Benefits Manager, Contracts Coordinator, and Safety Committee to identify and develop, and/or improve safety policies, practices, and procedures to reduce or mitigate safety hazards, as well as minimize Workers Compensation expenditures.
- Provides coordination for workplace ergonomic and air quality assessments in response to employee requests or noted issues; summons the appropriate industry experts, involves appropriate staff, and provides status update reports;
- Provides respirator fit tests and hearing screening and maintains all records associated with these screenings;
- Schedules, coordinates, oversees, and evaluates the effectiveness of all fire drills;

- Provides technical expertise to development of annual Right to Know training;
- Maintains SDS sheets and provides education and training on how/where to access and how to interpret them;
- Maintains OSHA 300 logs for each county site in order to record work-related injuries/illness;
- Assists with the design and administration of a comprehensive Workplace Violence Prevention program, ensuring participation by all employees, and maintaining all records related to such compliance;
- Performs required year-end reporting, and reports related to new, existing, and terminated employees;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices related to employee and occupational safety and health programs, and the applicable local, state and federal laws, rules, and regulations;
- Good knowledge of the principles and techniques of administering safety education and training;
- Good knowledge of the current literature, recent developments and other sources of information relating to employee and occupational safety and health programs;
- Working knowledge of the Occupational Safety and Health Act, Asbestos Hazard Emergency Response Act, Mine Safety and Health Administration, Right to Know Laws, Public Employee Safety and Health (NYS Department of Labor), Workplace Violence Prevention act, the NYS Fire Prevention and Building Codes as interpreted by the NYS Department of Labor, NYS Workers' Compensation Laws, and others as applicable;
- Ability to develop and implement a comprehensive, effective safety and health education and training program for the personnel employed, services provided, and equipment used by the County;
- Ability to perform detailed field inspections, and to recognize potential safety and health hazards;
- Ability to establish and maintain accurate records, files, and supporting documentation;
- Ability to demonstrate a high level of interpersonal skills; communicate effectively both orally and in writing; and prepare and deliver clear and concise reports, and presentations,
- Ability to foster effective and cooperative working relationships, and collaboration with internal and external contacts, including department heads, supervisory personnel, employees, the public, professional associates, and other agencies as applicable;
- Ability to effectively instruct and train others in safety procedures;
- Ability to proficiently operate a personal computer, utilize common office software programs, and ability to learn proprietary software applications;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

The physical, and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee may be required to stand for extended periods, walk through various work sites, speak, and hear. The employee might occasionally lift and/or move up to 20 pounds. The work is generally performed in an office environment, but with regular exposure to varying weather conditions while traveling to and from and/or inspecting work sites, facilities or other locations. The work requires moderate visual effort requiring close vision and the ability to adjust focus; and manual dexterity sufficient to efficiently operate a personal computer, and standard office equipment as required to develop/maintain the safety and health program and generate required reports. The work involves moderate psychological demands.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Accident prevention and control, including safety and health programs

These questions test for knowledge of the principles and practices involved in establishing and maintaining accident prevention and safety programs including such areas as safety inspections and accident investigations, employee safety training and workplace safety, identification and safe handling of hazardous substances, mitigation of unsafe conditions, and proper use of personal protection equipment.

2. Inspection and interviewing techniques

These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.

3. Statutory and regulatory requirements relating to occupational health and safety, and building safety

These questions are designed to test the candidates' knowledge of those State and Federal laws, rules and regulations that pertain to worker safety and health practices and building safety. Questions may be drawn from, but are not limited to, the New York State Uniform Fire Prevention and Building Code, Occupational Health and Safety Administration, National Fire Protection Association, Life Safety Standards, and New York State Department of Labor safety and health regulations.

4. Occupational health and safety including accident prevention and control

These questions test for knowledge of the principles and practices of occupational health and safety, and accident prevention and control, including such areas as causes of accidents, accident rates, behavior and attitudes of workers and supervisors, accident investigations and interviewing techniques, and types of accident prevention and safety programs.

5. 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.

6. Principles and practices of staff development and training

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

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