

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: Executive Director (GTCMHIC)

SALARY: \$80,000-90,000 annual salary commensurate with experience

LOCATION: The Greater Tompkins County Municipal Health Insurance Consortium

TYPE OF EMPLOYMENT: Full-time provisional pending a jurisdictional classification change to Exempt.

ISSUE DATE: 01/16/19

THE FINAL DATE TO FILE APPLICATIONS: 02/13/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 02/14/19

RESIDENCY WAIVED

LOCATION OF POSITIONS/VACANCIES:

The Greater Tompkins Co. Municipal Health Insurance Consortium (GTCMHIC) is recruiting for a full-time Executive Director. The Executive Director is responsible for the planning, directing, and coordinating the administrative and operational functions of the GTCMHIC. The Executive Director, with direction from the Board of Directors, will oversee a \$46 million dollar budget that provides health insurance for over 5,200 employees, retirees and their dependents. This is a 40-hour per week salaried position that will be filled on a provisional basis-pending civil service classification as "Exempt". The employee will have access to the New York State Retirement System, a Deferred Compensation program, an excellent Health Insurance plan, two weeks of paid vacation per year to start, and other excellent fringe benefits. Apply online only at

<https://www.tompkinscivilservice.org/civilservice/apply/4117> Please upload a cover letter and resume along with your thoroughly completed application for employment. The application deadline is February 13, 2019.

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** two years of full time paid (or the equivalent part-time and/or volunteer) senior leadership experience in a municipal, nonprofit, health insurance, benefits consulting or related organization; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** five years of full time paid (or the equivalent part-time and/or volunteer) senior leadership experience in a municipal, nonprofit, health insurance, benefits consulting or related organization; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** ten years full time paid (or the equivalent part-time and/or volunteer) senior leadership experience in a municipal, nonprofit, health insurance, benefits consulting or related organization; **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 chief administrative position for the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC) is responsible for planning, directing and coordinating the administrative and operational functions of the GTCMHIC. Other key duties include member liaison, marketing, state and local municipal outreach, community outreach and strategic planning. Work is performed under the general direction of the board and in accordance with policies and procedures established by GTCMHIC. This position requires considerable exercise of independent judgement, transparency and high integrity leadership. Administrative supervision is exercised over the entire GTCMHIC staff. Attendance at GTCMHIC Board and committee meetings is required. The incumbent performs other related duties as required.

TYPICAL WORK ACTIVITIES:

- Responsible for managing GTCMHIC operations in a manner that supports and models the organization's mission as defined by the Board of Directors;
- Responsible for regularly communicating with the board and providing timely, accurate, and complete information necessary for the board to function properly and to make informed decisions;
- Attend and provide support for board and committee meetings;
- Responsible for communicating effectively with NYS Department of Financial Services, Consultants, Third Party Administrator for medical claims, Prescription Benefits Manager and all other contractual organizations on behalf of GTCMHIC and ensuring communication between these business partners;
- Responsible for communicating all information necessary to GTCMHIC Board to ensure the fiscal integrity of GTCMHIC; including submission of draft annual budget/premium equivalent rates and providing timely monthly financial statements, which accurately reflect the financial condition of the organization; claims summaries and utilization reviews.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position;
- Ensures that the board mission is fulfilled through programs, strategic planning, member and community outreach;
- Responsible for implementation of GTCMHIC Board directed programs that carry out the organization's mission;
- Responsible for facilitating strategic planning to ensure that GTCMHIC can successfully fulfill its Mission into the future;
- Responsible for the enhancement of GTCMHIC's image by being active and visible in the municipal community and by working closely with other professional, municipal and health related organizations;
- Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate;
- Responsible for effective administration of GTCMHIC operations, including the hiring and retention of competent, qualified staff;
- Recommends and supervises the implementation of policy and programs including the areas of capital improvements, public relations, personnel and all administrative and operational functions of GTCMHIC;
- Recommends and implements GTCMHIC goals and objectives;
- Monitors compliance with investment and purchasing policies, as GTCMHIC's Purchasing Agent;
- Oversees personnel matters including training, evaluations, job descriptions, hiring, terminations, and compliance with all civil service requirements in conjunction with Tompkins County Human Resources;
- Interacts with staff/boards of member municipalities, regulatory and other agencies, consultants, contractors, municipal staff, labor organizations, public and media;
- Reviews and recommends changes to formal agreements involving GTCMHIC and its member municipalities, contractors, and other agencies;
- Responsible for monitoring compliance with local, state and federal laws and requirements;
- Follows and enforces safety rules and general work habits regulations;
- Attends training to enhance knowledge, skills, and ability;
- Operates computers for communication, administrative, and operational purposes;
- Performs all activities appropriate to the successful operation of GTCMHIC.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, practices and procedures of public administration, management leadership, and supervision of a health insurance consortium;
- Good knowledge of governmental accounting and budgeting practices and procedures;
- Good knowledge of the federal, state and local laws regulating health insurance;
- Good knowledge of public relations principles and practices;
- Ability to plan, organize, direct, and evaluate the work of others with an emphasis on teamwork;
- Ability to analyze management processes and fiscal reports;

- Ability to prepare reports relating to financial, administrative and personnel matters;
- Ability to operate computers for communication, accounting, administrative, and operational purposes;
- Ability to communicate effectively orally and in writing and deliver effective presentations;
- Ability to apply sound judgment;
- Ability to perform work with accuracy;
- Committed to a team approach to problem-solving;
- Ability to collaborate with and motivate board members and other volunteers;
- Ensure all records are archived per Records Retention Policy
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with integrity and an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- Physical condition commensurate with the 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.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