

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: HR Program Administrator

EXAM NO: 67392

SALARY: \$30.07 per hour - 2019 Hire Rate

EXAM DATE: 03/16/19

ISSUE DATE: 01/16/19

THE FINAL DATE TO FILE APPLICATIONS: 02/14/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/17/19

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 HR Program Administrator located at Tompkins County Department of Human Resources. 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 New York State registered four-year college or university with a Bachelor's degree or higher in Human Resources Management, Accounting, Business Administration, Organizational Development, or related field **AND** three years of full-time paid (or the equivalent part-time and or volunteer) experience performing in a high level Human Resources role, which must have included budget preparation, labor law compliance, and training program administration; **OR**
- (b) Graduation from a regionally accredited New York State registered two-year university with an Associate's degree in (revise as above) Accounting, Business Administration or related field **AND** five years of full-time paid (or the equivalent part-time and or volunteer) experience performing in a high level Human Resources role, which must have included budget preparation, labor law compliance, and training program administration; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time and or volunteer) experience performing in a high level Human Resources role, which must have included budget preparation, labor law compliance, and training program administration; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) or (c) above.

NOTE: Within your online application for employment, please clearly demonstrate and specify your HR experience including budget preparation, labor law compliance and training program administration duties.

DISTINGUISHING FEATURES OF THE CLASS:

This is high level professional Human Resources position. The position is responsible for assisting the Commissioner of Human Resources on administrative functions of the Human Resources Department, including budgeting and fiscal management, compliance, and training and development. Duties include the development, and ongoing maintenance of the department budget, in collaboration with the Commissioner, preparation of vouchers and purchase orders, completion of a variety of reports, oversight of department contracting process, development of proposals, and maintenance of departmental records. The work involves highly technical work related to ensuring compliance with Federal and State Labor laws, Civil Service Laws and Rules, County policies and procedures, and corporate compliance.

The employee is also fully responsible for managing the County-wide staff development and training program and program budget. In relation to these duties, the employee will analyze training needs, plan for and develop training programs, secure trainers, schedule sessions, maintain training records, and publicize and coordinate training initiatives for the majority of County departments. This role will also assist in the coordination and support of an intermunicipal training effort. The position is also responsible for comprehensive and strategic planning, needs assessment, and policy analysis. Incumbent will apply considerable knowledge and expertise in the evaluation of work flow for continued process improvement and achievement of efficiencies through streamlining and automation. Considerable interpersonal skills are needed to teach, instruct or advise on matters involving multiple departments and agencies. Internal contacts are across County departments, and requires professional collaboration with management and senior level staff. External contacts are with professional associations, agency heads, union representatives and others, and involve the development and administration of programs or services. The employee has a high degree of autonomy and the work is performed under the general direction of the Commissioner or Deputy Commissioner of Personnel. The employee is not subject to more than general administrative controls. An employee in this class supervises a major program area of the department, and may supervise the work of up to two subordinates. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Budgeting, labor law/ compliance, training program administration, reporting, etc.
- Reviews work flow and lends his or her knowledge and expertise to the process as the department works toward automating a variety of paper-based processes;
- Responsible for developing, implementing, advertising and accountability for the County's staff development and training program;
- Analyzes and evaluates both in-house and through consultant services, new initiatives and best practices in order to facilitate the creation of significant cost savings;
- Interacts directly with internal and external customers on behalf of the department in carrying out the policies of the department and training programs;
- Accesses various databases and generates reports upon request;
- Prepares the departmental budget (including data collection, reconciliation, preparation of budget forms, analysis summaries and graphs) for the Commissioner's signature;
- Supports and serves as backup to the Commissioner as s/he presents the departmental budget to the County Administrator, program committee and Legislature;
- Provides information about the County's and/or department's administrative policies procedures;
- Provides information about the Civil Service Rules for Tompkins County, the various collective bargaining agreements and the department's internal policies and procedures;
- Prepares required EEO-4, E4, Cost Allocations, Annual Report to NYS Civil Service, etc.
- Responsible for the corporate compliance of the department (Kchecks, I-9s, labor and employment law).
- Provides cross-functional support to the various departments of the County as it relates to staff development and training;
- Serves as a staffing resource on special projects as necessary;
- Assists in developing, reviewing, administering and assessing policies related to budget, program and agency procedures;
- Performs cost studies and financial analysis for special projects and research assignments;
- May conduct training on office procedures, with emphasis on computer related usage and data base management;
- Provides support for the department use of the budget on the Financial Management System;
- Manages departmental revenues and expenditures and processes requisitions and vouchers for payment;
- Prepares material and budget studies for various Board resolutions and budget adjustments;
- May perform new hire orientation/on-boarding.
- Participates in periodic salary and benefit surveys by selection of sources, analysis of data, tabulation of results and recommendation of pay rates as related to contract negotiations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;

- Good knowledge of computer spreadsheet, word processing and graphic application;
- Good knowledge of the organization, functions, laws, policies and regulations of the County and the Department to which assigned;
- Good knowledge of budget and accounting procedures;
- Ability to handle routine administrative details independently, including the composition of letters, memoranda, spreadsheets and reports;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ability to perform close detailed work involving considerable visual effort and strain;
- Ability to operate a variety of computer and office equipment requiring considerable precision, manual dexterity, knowledge and skill;
- Good judgment in solving complex clerical and administrative problems;
- Resourcefulness in handling administrative problems; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen. Dyslexia or other types of learning disorders could result in an employee being unable to satisfactorily perform the essential functions of this job. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements of this job.

Originally created 03/18

H31.doc

Complete Scope of the examination and Expanded subtest descriptions:

1. Advising and interacting with others

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

2. Administering a negotiated labor agreement

These questions test for a knowledge of labor/management issues relating to the administration of a negotiated labor agreement and the ability to interpret and apply the terms and conditions of the agreement. Questions may cover such areas as dealing with representatives of employee unions, employee grievances, disciplinary actions, arbitration, employee leave policy, performance evaluations, training, employee assistance programs, health and safety matters, layoff procedures, health insurance benefits, and salary adjustments.

3. 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.

4. Public personnel administration

These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

5. Recruitment, selection and placement

These questions test for knowledge of planning and implementing programs to hire employees for public sector titles and occupational fields. Questions may cover such areas as determining personnel needs; analyzing job content; ordering

examinations; recruitment; and interviewing.

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: <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