

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: Human Resources Specialist

EXAM NO: 68887

SALARY: \$55,000-\$65,000 commensurate with experience

EXAM DATE: 03/16/19

ISSUE DATE: 01/16/19

THE FINAL DATE TO FILE APPLICATIONS: 01/31/19

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

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 WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one full-time vacancy in the title of Human Resources Specialist located at Dryden Central School. 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 four year college or university with a Bachelors Degree;
OR

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in processing a variety of personnel transactions related to employment applications, employee salary, and employee benefits programs, such as health and dental insurance, retirement systems, leave provisions, workers' compensation and unemployment; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in processing a variety of personnel transactions related to employment applications, employee salary, and employee benefits programs, such as health and dental insurance, retirement systems, leave provisions, workers' compensation and unemployment; **OR**

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

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for coordinating a variety of personnel information and employee benefits programs. The incumbent advises employees about salary, terms and conditions of employment, benefits, including health insurance, Workers Compensation, retirement systems, Social Security/Medicare, the employee Assistance Program, COBRA, and flexible benefits. Work is performed under the general supervision of the Assistant Superintendent with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates health insurance, retirement, social security, unemployment benefits for employees, retirees and survivors;
- Processes new employees into group;
- Advises dependents and survivors of continuation rights as necessary;
- Maintains records of all personnel changes which affect monthly bills from carrier and follows up with carrier and/or providers on difficult cases;
- Coordinates COBRA program for employees and qualified dependents to enable continuation of health coverage;
- Coordinates work with health insurance and workers' compensation carriers to assure accurate data which might affect experience ratings and/or premiums;
- Processes all unemployment insurance claims, receives, checks accuracy of data and provides all necessary data to allow benefit payment by Department of Labor;
- Completes various periodic reports and forms required by health insurance, Department of Labor and workers' compensation carriers;
- Establishes correct service time and wage computation for retirees when necessary;
- Completes requests for wage and employment verification for banks and other lending institutions;
- Maintains a computerized data base of employee attendance and provides regular notification to all employees of accumulated and extended sick, family and personal business leave;
- Provides comparative salary and benefit data for various surveys and reports;
- Provides individual orientation for all employees to review benefits;
- Prepares confidential materials regarding employee wages and benefits for negotiations purposes;
- Prepares salary and benefit notices for all employees;
- Provides information to and assists departments regarding personnel benefits;
- Corresponds with the NYS Teachers' and NYS Employees' Retirement Systems as necessary;
- Maintains a computerized personnel data base;
- Assists employees in understanding the terms and conditions of employment as specified in negotiated agreement with major bargaining units;
- Receives all employment applications, maintains active files, and distributes appropriate applications to individual departments for review;
- Develops vacancy notices and provides all advertising for vacancies to appropriate colleges, newspapers, professional journals, and employment agencies.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of salary and employee benefit programs;
- Good knowledge of policies and procedures related to health, dental, and prescription program benefits, coverage, and billing procedures;
- Good knowledge of provisions, principles, and applications of negotiated agreements with employee bargaining units;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Ability to understand and interpret laws, rules, and regulations pertaining to employee salary and benefits;
- Ability to understand and interpret complex written materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to prepare and maintain records and reports;
- Ability to take and transcribe dictation;
- Ability to operate an alphanumeric keyboard for word processing, spreadsheet, database or other computer applications;
- Tact, courtesy, and good judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position.

Complete Scope of the examination and Expanded subtest descriptions:

1. 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.

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. 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.

4. Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance, retirement and other benefits

These questions test for the ability to read, interpret, and apply relevant laws, policies, and procedures. You will be provided with brief reading selections based on or taken from legal text, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge of the subject is required.

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