

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: Nutrient Management Specialist

EXAM NO: 63728

SALARY: \$45,000 Base

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 WAIVED

THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Nutrient Management Specialist located at Tompkins County Soil and Water Conservation District. 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: EITHER:

- (a) Graduation from a regionally accredited college or university with a bachelor's degree in Environmental Science, Environmental Systems, Environmental Studies, Soil Science, Soil and Water Science, Soil Conservation or a closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in Environmental Science, Environmental Systems, Environmental Studies, Soil Science, Soil and Water Science, Soil Conservation or a closely related field **AND** two years of experience involving responsibility to develop nutrient and soils management plans and procedures designed to protect a municipal watershed; **OR**
- (c) An combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENT:

A valid New York State driver's license is required at the time of appointment and must be maintained throughout the duration of employment.

NOTE:

The employee must provide protective wear as may be required, such as rain gear and steel-toed boots. A NYS Agricultural Environmental Management (AEM) Comprehensive Nutrient Management Planner (CNMP) certification is desired for this position.

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the Tompkins County Soil and Water Conservation District and involves responsibility for the performance of technical activities related to nutrient management conservation practices on privately owned land and for conducting field surveys, design and supervision of related conservation projects. The work is performed under the general supervision of the Conservation District Manager with wide leeway allowed for the exercise of independent judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Completes surveys and design of soil and nutrient conservation projects;
- Prepares maps and specifications for conservation projects;
- Collects data for the purpose of design and cost estimation of nutrient management projects;
- Reviews plans and offers advice to landowners concerning nutrient management when conservation practices need installation and/or maintenance;
- Completes field layout for nutrient management conservation projects;
- Incorporates nutrient management plans into the conservation plans as prepared by the Conservation District;
- Assists landowners with the interpretation of nutrient management plans;
- Conducts annual follow-up review to help farmers keep nutrient management plans current;
- Assists farmers in collecting manure and soil samples properly and prepares nutrient management plans to incorporate their use in day-to-day operations;
- Promotes the concept of nutrient management planning by speaking to groups of concerned citizens;
- Maintains records and prepares reports related to the work.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the principles and practices of agribusiness;
- Working knowledge of materials and procedures used in the construction of drainage systems, ponds, forest plantings and other conservation projects related to nutrient management;
- Working knowledge of the principles of agronomy and agrology;
- Working knowledge of mathematics including geometry and trigonometry;
- Working knowledge of engineering surveying;
- Ability to get along well with others;
- Ability to read and interpret maps and surveying documents;
- Ability to understand and carry out written and oral instructions;
- Manual dexterity;
- Mechanical aptitude;
- Accuracy.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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Complete Scope of the examination and Expanded subtest descriptions:

1. 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.

2. Principles and practices of soil and water conservation

These questions test for knowledge of the proper methods and techniques used to facilitate land and water conservation, and may include such areas as: proper drainage and erosion control, soil types, and watershed, stream, and stream bank protection.

3. Reading and interpreting maps, plans, charts and graphs

These questions test for the ability to understand and evaluate topographic maps, site and construction plans, and various types of graphic presentations. All the information needed to answer the questions will be contained in the maps, plans, graphs, and charts or within related written descriptions.

4. Nutrient management planning, including agricultural waste and barnyard runoff control

These questions test for knowledge of the concepts and practical applications involved in the evaluation and planning of soil nutrient control programs and projects; and the design and construction of drainage structures and other measures used to treat and control water and waste from agricultural operations.

5. Mathematics related to conservation projects

These questions test for the ability to perform arithmetic computations and may include problems involving addition, subtraction, multiplication, division, fractions, decimals, percentages, areas, geometric figures, and quantity estimates.

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.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