

# 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**

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**TITLE:** Employment and Training Director

**EXAM NO:** 69487

**SALARY:** \$30.07 per hour - 2019 Hire Rate

**EXAM DATE:** 06/01/19

**ISSUE DATE:** 04/10/19

**THE FINAL DATE TO FILE APPLICATIONS:** 04/25/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/02/19

**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 Employment and Training Director located at Workforce NY (a Division of the 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 or New York State registered four year college or university with a Bachelors Degree AND two years of full-time paid (or the equivalent part-time and/or volunteer) administrative level experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; OR

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree or possession of sixty college credit hours AND four years of full-time paid (or the equivalent part-time and/or volunteer) administrative level experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two years of which must have been in a supervisory capacity; OR

(c) Graduation from high school or possession of a high school equivalency diploma AND six years of full-time paid (or the equivalent part-time and/or volunteer) administrative level experience in employment program planning, development and analysis, personnel counseling or placement, public or business administration, economics, labor relations or a related field, two

years of which must have been in a supervisory capacity; OR

(d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for the administration of all programs in the Tompkins County Office of Employment and Training. An employee in this class must relate applicable fiscal, economic and technical information to various programs to upgrade and improve job skills of unemployed or underemployed agency clients and to improve total employment opportunities in the area served. Duties include management of the Office of Employment and Training staff, preparation of budgets and cost allocation plans, oversight and management of multiple funding streams and programs as appropriate. The work is performed under the general direction of the Commissioner of Human Resources with wide leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of all agency employees. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Manages the Office of Employment and Training (OET) Staff;
- Prepares an annual budget and cost allocation plans;
- Oversees the management and allocation of multiple funding streams;
- Manage all workforce development programs including Workforce Innovation and Opportunity Act (WIOA), Title I program: Adult, Youth and Dislocated Worker;
- Issue ITA's (training vouchers) pursuant to the demand occupation list and the priority of service policies as established by the local board;
- Prepares and/or supervises the collection, compilation and analysis of statistical, economic and demographic data; Controls, plans, develops and adjusts or modifies the employment and training plans of the department;
- Reports monthly to the Workforce Development Director and/or appropriate committee of the local Workforce Development Board regarding program performance and service delivery;
- Participates in or co-conducts regular staff and management meetings for on-site partners;
- In collaboration with the Department of Labor Manager and Senior Labor Services Representative, provides reports on center tracking, usage, performance and customer satisfaction;
- Ensures that a 12-month follow-up is performed and tracking completed for all Career Center customers;
- Works closely with training providers to ensure that the appropriate training courses are available in the area consistent with the local demand occupations list;
- Makes recommendations to Workforce Development Director regarding training provider performance;
- Plays a strong role in the daily management of the Tompkins Workforce New York Career Center;
- Applies for appropriate grants to serve unemployed, underemployed, and incumbent workers;
- Represents the Office of Employment and Training to the general public, public officials, government representatives and human service agencies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of labor and poverty economics and social science and educational concepts related to poverty and unemployment;
- Thorough knowledge of the principles, practices, and techniques of administration and administrative supervision; Thorough knowledge of local occupational conditions and trends;
- Working knowledge of the legal environment of public administration;
- Good knowledge of concepts and methods used in the development and maintenance of management systems; Skill in analyzing and interpreting data and information related to Employment and Training Agency Programs; Skill in the operation of a personal computer and associated software and hardware;
- Ability to write grants, develop, manage and amend contracts;
- Ability to analyze historical placement data;
- Ability to establish and maintain partnerships and effective working relationships with clients, private and governmental agencies, and labor groups;
- Ability to evaluate employee performance and recommend corrective action to establish compliance;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to understand, interpret and implement complex oral and written instructions;
- Ability to build partnerships and facilitate committee meetings;
- Creative thinking, tact, initiative and good judgment are required;
- Ability to prepare or supervise the maintenance of fiscal records and the total departmental budget;

- Controls expenditures through the preparation of complex and detailed records, financial reports, budget planning and special studies;
- Physical condition commensurate with the demands of the position.

**Complete Scope of the examination and Expanded subtest descriptions:**

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

3. Ensuring effective inter/intra agency communications

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

4. 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.

5. Understanding and interpreting tabular material

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

6. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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