

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: Transportation Specialist - School Districts

EXAM NO: 68896

SALARY: Depends upon Location: Lansing Central School - \$18,000 Annual Salary

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: 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 IS ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Transportation Specialist - School Districts located at Lansing 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 Bachelor's Degree **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in the training of school bus drivers or in transportation administration; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in the training of school bus drivers or in transportation administration; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of full-time (or the equivalent part-time) and/or volunteer) experience in the training of school bus drivers or in transportation administration; **OR**

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

SPECIAL REQUIREMENTS:

A valid New York State Education Department's SBDI certificate is required at the time of appointment and must be maintained for the duration of employment.

Within 12 months of appointment, the candidate will be required to possess and subsequently maintain for the duration of employment:

- 1) A New York State Commercial Drivers License – Class B with Passenger and School Bus (P&S) endorsements; **AND**
- 2) A New York State Department of Motor Vehicles 19-A Examiner certificate.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for providing service to component school districts by assisting school transportation personnel with a variety of transportation related issues. These will include assisting, coordinating and conducting two-hour refresher training sessions; pre-service and basic courses for new drivers/monitors/attendants; advanced courses for veteran drivers; classroom training for new drivers preparing for DMV written tests; and training for school bus aides and monitors. The successful candidate will also conduct pre-audit reviews of 19-A files to ensure compliance and provide consultation and information regarding safety related transportation issues. An employee in this class will also coordinate periodic Transportation Supervisor meetings, provide behind-the-wheel training, conduct 19-A testing and maintain records for the component schools as needed. The work is performed under the general supervision of their Direct Supervisor. Considerable leeway is allowed for the exercise of independent judgment when carrying out the duties of the position. The incumbent will assist with all transportation issues and perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists, coordinates and/or conducts two-hour school bus driver/monitor/attendant refresher training programs;
- Assists, coordinates and/or conducts basic courses for new bus drivers/monitors/attendants;
- Assists, coordinates, and/or conducts ten-hour advanced courses for veteran bus drivers as needed;
- Assists, coordinates, and/or conducts classroom training for new drivers preparing for DMV written tests;
- Assists, coordinates and/or conducts training for school bus aides and monitors;
- Assists, coordinates and/or conducts pre-service training for new drivers/monitors/attendants;
- Conducts audits on 19-A driver files prior to DMV audits to ensure records compliance;
- Provides driver abstracts as needed;
- Provides consultation and information regarding safety related transportation issues;
- Coordinates periodic component school district Transportation Supervisor meetings; Conducts routine behind-the-wheel training for new school bus drivers;
- Conducts routine 19-A required testing and record keeping;
- May be required to conduct non-routine emergency behind-the-wheel training for new drivers;
- May be required to conduct non-routine emergency 19-A driver testing and record keeping.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioners of Education and Motor Vehicles;
- Good knowledge of the principles of pupil transportation;
- Good oral communication skills with a special emphasis on public speaking ability;
- Good knowledge of the component School District's transportation methods and training requirements;
- Good knowledge of business arithmetic and English;
- Ability to educate;
- Ability to understand, interpret and orally present a variety of written information;
- Ability to understand, interpret and carry out a variety complex oral and written instruction;
- Ability to keep records and prepare reports;
- Must possess the ability to work with a diverse population;
- Must be committed to school transportation safety;
- Tact, good judgment, dependability, and initiative 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. Basic skills training

These questions test for the knowledge and abilities required to train individuals, often on a one-to-one basis, who need to acquire basic information and learn to perform simple tasks. They address topics such as planning activities to promote learning, presenting information, providing guidance, and evaluating learning. These questions cover the most basic level of training.

2. Bus driving practices, techniques and traffic laws

These questions test for knowledge of the principles and practices involved in the proper and safe operation of passenger buses; and the rules and regulations of the New York State Motor Vehicle and Traffic Law governing passenger bus operation, highway safety, and rules of the road.

3. Bus driver recordkeeping and scheduling

A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:

a. Follow written directions to understand the purpose and use of the record, and to understand the question; b. Make correct entries in appropriate sections of the record; c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

4. Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

5. Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

6. 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.

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