

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

Inclusion Through Diversity



## PROMOTIONAL

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:** Deputy Probation Director (Group B) (Promotional)

**EXAM NO:** 74778

**SALARY:** \$40.02 per hour - 2019 Hire Rate

**EXAM DATE:** 06/22/19

**ISSUE DATE:** 05/08/19

**THE FINAL DATE TO FILE APPLICATIONS:** 05/23/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/23/19

**RESIDENCY WAIVED**

**A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.**

### **LOCATION OF POSITION/VACANCIES:**

Currently there are no vacancies in the title of Deputy Probation Director located in the Tompkins County Probation department. The eligible list resulting from this departmental promotion examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that occur during the life of the eligible list.

### **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Probation department. Applicants must currently hold, and have continuously held, at least one year of permanent and/or contingent permanent competitive class status in the title of Probation Supervisor.

### **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

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

A Deputy Probation Director II is responsible for assisting the Director with the operation of Group II probation agency. This position involves responsibility for assisting the Probation Director II with planning, organizing and directing the activities of a probation agency having a professional staff of between 6 and 35 probation officers at various levels and a number of clerical and

administrative employees. The Deputy Director of Probation is authorized to act for and in the place of the Probation Director II in his or her absence. An employee in this class is responsible for assisting the Director in ensuring effective provision of probation services in accordance with established laws and regulations. The Deputy Probation Director works under the general direction of the Probation Director II in accordance with the rules and regulations outlined by the State Division of Probation. An employee in this position will also provide direct oversight and supervision to employees of the Substance Abuse Programs division. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Acts for and in place of the Probation Director II in his or her absence;
- Assists the Director with planning, organizing, directing, coordinating and supervising the activities of the probation agency;
- Assists the Director in controlling the work of the agency through assignments to supervisory personnel and direction and review of their performance;
- Provides direct oversight of departmental programs;
- Assists the Director in the formulation and implementation of agency policies and procedures;
- Conducts final interviews of all Probation Officer and Senior Probation Officer candidates and assists the Director in making hiring/appointment decisions;
- Helps to interpret policy directives and probation laws, rules and regulations to insure operational consistency;
- Acts as the primary liaison with all courts and confers with judges, court personnel, attorneys, police, educational and social agency personnel, and various other groups and individuals with a common interest in the activities of the agency;
- Assists the Director in evaluating the type and quality of service rendered by Probation Supervisors;
- Participates in the community efforts to deal with the prevention and control of crime and delinquency;
- Assists the Director with the various administrative functions of the agency, such as budget preparation and control, preparation of reports and representation at committee and board meetings;
- Attends staff meetings to discuss overall program and to plan more effective and efficient operating methods;
- Plans and supervises training of staff;
- Speaks to various community groups about the work of the agency and, in other ways, disseminates information to the public;
- Develops and implements administrative processes for intake, investigation, report preparation, case record keeping, probation supervision and declarations of delinquency;
- Oversees the maintenance of clerical and financial records, and the preparation of budgets and required reports.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of principles underlying human behavior, growth and development;
- Thorough knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work;
- Thorough knowledge of current trends, developments and evidence based practice in the fields of probation and corrections;
- Thorough knowledge of functions and procedures of courts involves with the agency;
- Thorough knowledge of laws and regulations pertaining to probation work;
- Thorough knowledge of community organization principles and practices;
- Ability to gain the confidence and cooperation of others;
- Emotional maturity, resourcefulness, initiative and tact are required;
- The employees physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 04/01

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**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 "General Guide to Written Tests" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

**SENIORITY:** One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

Less than one year . . . . . 0 points

1 year up to 6 years . . . . . 1 point

6 years up to 11 years . . . . . 2 points

11 years up to 16 years . . . . . 3 points

etc. . .

## 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