

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: Criminal Justice Coordinator

EXAM NO: 69389

SALARY: \$33.07 per hour - 2019 Hire Rate

EXAM DATE: 09/28/19

ISSUE DATE: 08/15/19

THE FINAL DATE TO FILE APPLICATIONS: 08/30/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/29/19

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 POSITIONS/VACANCIES:

There is currently one position in the title of Criminal Justice Coordinator located in the Tompkins County Department of County Administration. 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 experience in public administration, probation, criminal justice, or another related role; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year College with an Associate's Degree and four of years experience in public administration, probation, criminal justice, or another related role; **OR**

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position responsible for implementation, evaluation, and overall coordination of countywide criminal justice initiatives intended to reduce the population of the Tompkins County Jail; including alternatives to incarceration and re-entry programming. The position is responsible for ensuring that all aspects of the administrative and service delivery components of the justice systems, as related to the local jail population, are cooperatively connected and efficiently organized and maintained as required by the Legislature. An employee in this role will perform outreach to various groups and agencies but is not a community organizer. The position does require a high level of cultural competency and interpersonal skills in order to provide direction and assistance to both governmental and non-governmental agencies involved, such as: police, prosecution, defense, probation, offender assistance, victim assistance, alcohol and drug treatment educators, mental health service providers, etc. Primary components of the work will include exploring funding, facilitating interagency planning and coordination services, and assessing the overall effectiveness of service delivery in efforts to reduce the local jail population. The incumbent may at times be called upon to engage with community groups/leaders and represent the County within the community but the position is not a community organizer and the incumbent would not be authorized to hold press conferences. The work is performed under the general direction of the County Administrator with a high level of autonomy and independent judgment. The employee will be responsible for providing reports and regular briefings to the Public Safety Committee of the Tompkins County Legislature. Supervision of others is not generally a function of this position; however, the incumbent may be called upon to serve as Chair of the Criminal Justice Advisory/Alternatives to Incarceration Board and may lead/supervise teams, interns or other staff as necessary. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Monitors progress of jail population reduction strategies;
- Serves as Chair and provides coordination to the Criminal Justice Advisory/Alternatives to Incarceration Board;
- Gathers information, analyzes and provides regular status reports to the Public Safety Committee of the Tompkins County Legislature;
- Facilitates data development and coordination/linkages with various agencies;
- Facilitates meetings, leads work groups, or coordinates special project as directed by the County to support Public Safety Committee goals;
- Identifies opportunities to eliminate service overlap or gaps in services;
- Assembles, tabulates, and analyzes criminal and juvenile justice system statistics;
- May work with the Information Technology Services Department to improve database interfaces with all partners;
- Develops performance measures and implements other performance tools to assess program outcomes and progress toward jail population reduction goals;
- Investigates funding opportunities, particularly those that require multi-department and agency coordination of criminal justice services, and makes recommendations to the County Administrator regarding funding opportunities aimed at better coordination of services to reduce jail populations;
- May prepare and submit grant requests, monitor grant compliance, and manage grants initiated by and related to this position and project;
- Serves County Administration liaison with local service providers on a wide variety of initiatives that impact the effectiveness of criminal justice programs, such as the voluntary detox facility and expanded drug treatment beds;
- Attends a variety of county and criminal justice related meetings.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of community organization principles and practices;
- Good knowledge of administrative practices procedures;
- Working knowledge of collective impact and harm reduction models as applied to criminal justice initiatives;
- Ability to present material effectively both orally and in writing;
- Ability to organize and conduct an effective statistical research program;
- Ability to gain the confidence and cooperation of others;
- Ability to read, understand and interpret written material;
- Thorough knowledge of current trends and developments in the fields of criminal and juvenile justice;
- Resourcefulness, tact and initiative are required characteristics.
- Regular and reliable full-time attendance, as scheduled and assigned, shall be a requirement of this position.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation. The employee must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's hearing must be sufficiently acute to enable him or her to hear, understand, and carryout verbal instructions, with or without reasonable accommodations. The employee's ability to communicate (verbal or written) must be sufficiently adequate to enable them to convey or carryout detailed instructions. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. With respect to the physical demands of this position, there may be considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The risk of injury or environmental illness is minimal. Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. Almost all work is performed indoors in a temperature controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

Originally created 12/19/1995

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Complete Scope of the examination and Expanded subtest descriptions:

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.

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.

Administrative supervision

These questions test for knowledge of the principles and pFactices 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.

Administration

These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

Test guide:

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 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