

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: Program Development Specialist

EXAM NO: 64742

SALARY: \$30.07 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 RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There are currently no vacancies in the title of Program Development Specialist located in Tompkins County Department of Social Services. 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 or New York State registered college or university with a Masters Degree in Social Work or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the delivery of human services and/or grant writing; **OR**

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in the delivery of human services and/or grant writing; **OR**

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

DISTINGUISHING FEATURES OF THE CLASS:

This position has primary responsibility for planning, development, coordination, and evaluation of programs for major divisions of the Department of Social Services including protective and preventative services to children and adults, foster care, day care and adoption services, Public Assistance, Medicaid, Food Stamps and TASA. Work is performed under the general supervision of the Commissioner of Social Services with significant latitude for the exercise of independent judgment in program development. Direct supervision may be exercised over the work of program support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Researches the availability of grants;
- Prepares project feasibility and impact statements and makes recommendations to the Commissioner;
- Confers with local authorities, civic leaders, government officials regarding program feasibility;
- Prepares and supervises the preparation and development of grant proposals;
- Develops work plans, budgets and outcome evaluation methods for grant proposals;
- Composes project narrative for grant proposals;
- Collects documentation to support applications for funding;
- Develops policies, procedures and infrastructure for the implementation of funded grant projects;
- Develops databases for the collection, storage and analysis of project data;
- Oversees subcontracts for funded grant projects;
- Completes all required reporting for grant funded projects;
- Coordinates planning and evaluation of proposed and ongoing DSS programs;
- Conducts Outcome Evaluations of DSS programs as assigned by DSS Commissioner;
- Provides reports of Outcome Evaluation results to DSS Commissioner and other community stakeholders;
- In collaboration with Staff Development conducts Process Evaluations of DSS programs to assess work process and flow efficacy;
- Provides reports to DSS Commissioner on results of Process Evaluations and makes recommendations for work process changes;
- In collaboration with Staff Development works with DSS program staff to implement work process changes to improve program functioning and outcomes;
- Conducts financial analysis and evaluates program budgets;
- Negotiates contracts for purchased programs;
- Assures dissemination of State Department of Social Services Request for Proposal's to local agencies and individuals;
- Oversees development of proposals to meet the programming needs of local Department of Social Services;
- Designs, develops, and evaluates programs to deliver Social Services Block Grant/Title XX and Welfare reform to ensure they meet the needs of the client population being served;
- Develops systems for collecting, analyzing and evaluating data for ongoing DSS programs;
- Maintains a liaison between contract, local and state agencies regarding the needs of the local Department of Social Services;
- Maintains knowledge regarding current legislation and policies that effect DSS programs;
- Assists in the design and implementation of DSS program changes needed to meet new legislative and policy requirements;
- Facilitates improvements in communication, coordination and collaboration between programs within DSS;
- Facilitates improvements in communication, coordination and collaboration between DSS programs, community-based agency programs and other community stakeholders;
- Maintains knowledge of current research regarding evidenced-based interventions applicable to DSS programs;
- Assesses feasibility of implementation of evidenced-based interventions by DSS programs;
- Assists in the development of procedures and infrastructure for implementation of evidenced-based interventions within DSS programs;
- Oversees placement of student interns and volunteers within DSS programs;
- Supervises DSS Substance Abuse Evaluators;
- May assist and/or write local and county grant applications;
- Conducts research, data analysis and program evaluation for special project as requested by the County Administration or Tompkins County Legislature;
- Prepares presentations, the compilation of statistical tables and written reports for special projects requested by the County Administration or Tompkins County Legislature.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principles and practices involved in program planning and implementation;
- Knowledge of program administration including budgeting, personnel, methods and procedures, program reporting, communication, supervisory principles and techniques, comprehensive knowledge of program planning;
- Ability to organize and coordinate complex and diverse phases of program development initiatives;
- Ability to negotiate with a diverse group of community leaders, resourcefulness, and sound professional judgment;
- Excellent verbal and writing skills;
- Tact and courtesy;
- Dependability;
- Good physical condition.

Originally created 12/18/90

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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.

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.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

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