

**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: Recruitment Administrator

EXAM NO: 67628

SALARY: Confidential Grade 64: \$58,011 at hire; \$62,961 after 9 months

EXAM DATE: 03/20/21

ISSUE DATE: 02/08/21

THE FINAL DATE TO FILE APPLICATIONS: 02/23/21

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/21/21

RESIDENCY WAIVED

THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.

Location of Position:

There is currently one vacancy in the title of Recruitment Administrator located at 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 College or University, with a Bachelor's degree or higher AND (2) two years of full-time (or the equivalent part-time) paid experience working in a position which must have significantly involved recruitment as a primary function ; OR

(B) Graduation from a regionally accredited College or University, or one accredited by the New York State Board of Regents to grant degrees, with an Associate's degree or satisfactory completion of at least sixty (60) college credit hours of study AND (4) four years of full-time (or the equivalent part-time) paid work experience as described in (A) above; OR

(C) Graduation from high school or possession of a high school equivalency diploma AND (6) six years of full-time (or the equivalent part-time) paid work experience as described in (A) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Recruitment Administrator position exists in the Tompkins County Department of Human Resources and involves the performance of a wide array of professional and technical work involving civil service and human resources activities. The primary role will be development and implementation of a comprehensive talent acquisition and retention program aimed at attracting a diverse pool of highly qualified candidates for employment at all levels of the organization. The incumbent is responsible for the full recruiting lifecycle across a variety of open positions and will be expected to achieve established goals and objectives. The incumbent is required to maintain a current knowledge of recruitment methodologies and industry best practices, utilizing social media and a variety of other resources and platforms. A successful Recruitment Administrator will collaborate with hiring managers to help them to successfully achieve staffing needs by developing and implementing effective recruitment plans, and providing other assistance and guidance as needed. The Recruitment Administrator may be cross-trained on a variety of human resources/civil service programs and initiatives. The work is performed under the general administrative direction of the Commissioner of Human Resources. This employee is expected to exercise a high level of autonomy and independent judgment when planning and carrying out the details of their work and may be assigned to lead work groups or projects. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: Illustrative Only

- Partners with leadership and other key stakeholders to develop and execute a comprehensive strategic recruitment program, as well as targeted recruitment plans, to address the County's current and future workforce needs;
- Introduces creative and innovative recruitment methodologies and industry best practices, including social media and other similar platforms, web-based job boards, and other venues aimed at effectively reaching target audiences, and attracting a diverse pool of highly qualified candidates;
- Creates advertisements, job postings, examination announcements, and other recruitment marketing materials;
- Serves as a visible professional presence in the community, networks, performs community outreach including assisting in career fairs, cultivates and maintains relationships with internal and external clients, various community groups and agencies, and regional colleges and universities;
- Provides coaching and guidance to appointing authorities as needed throughout the hiring process;
- Supports departments with succession planning and forecasting department hiring needs;
- Identifies recruitment barriers or related issues, and recommends new and improved methods, resources, and strategies for engaging the highest caliber of talent;
- Evaluates effectiveness of various recruitment activities, and compiles and analyzes data and prepares reports to measure results, effectiveness, and return on investment;
- Communicates the benefits and perks of County employment, and helps to establish an employment brand that identifies the County as an employer of choice;
- Participates in the new hire orientation and on-boarding process; communicates terms and conditions of employment, including civil service classification, appointment, and probationary status;
- Attends WDIC and Diversity Consortium of Tompkins County meetings as requested, to report on recruitment initiatives and activities;
- Utilizes a variety of computer programs, HR and proprietary software, databases and management systems;
- Will be involved with the employee Exit Interview process, and will review feedback and data to assist with creating targeted recruitment and retention plans;
- May develop and oversee a program to facilitate internal promotions, employee satisfaction and retention, and succession planning;
- Tracks and reports hiring, turnover, etc.;
- Remains abreast of Federal and State labor laws and regulations, and changes in legislation that impact employment practices;
- Performs various civil service functions as required, which may include reviewing applications; maintenance of employment records, and other transactions;
- May conduct training or educational sessions and prepare written guidelines or other communications related to aspects of the hiring process;
- Participates as an integral member of the Human Resources Department team in facilitating continuous process improvement; may evaluate procedures and technology, and assist in identifying new methods and procedures aimed at improving departmental efficiency and achievement of cost savings;
- May occasionally be required to attend conferences, training, seminars and workshops to maintain current technical knowledge and expertise in various functional areas of responsibility;
- Performs a variety of clerical and para-professional duties, as assigned, displaying a high degree of customer service; such activities may involve answering phones, greeting and assisting walk-in customers, operating standard office machines and equipment, maintenance of employee files, preparation of correspondence, record keeping, scheduling of meetings and appointments; and other support activities as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Excellent communication skills, developing interpersonal relationships, and decision-making skills; Good knowledge of the principles, practices and techniques employed in recruiting and retaining diverse talent utilizing a wide array of social media, technology, job boards, HR Software, databases, management systems and innovative methodologies; Good knowledge of the principles, practices and techniques of public sector human resources administration; Good knowledge of, and the ability to understand and interpret, the various federal, state and local laws, regulations, employment law, training and development, labor relations and collective bargaining, compensation management, and best practices pertaining to labor and employment, and willingness and ability to remain abreast of changes in legislation and laws related to areas of responsibility; Working knowledge of New York State Civil Service Law, Local Rules and the principles, practices and techniques of personnel administration as it applies to local government;; Familiarity with the employee life cycle as it relates to recruitment and selection, onboarding and orientation, training and development, performance management, and transitioning into leaving employment by means of exit interviews; Ability to develop and implement community outreach and targeted recruitment programs; Ability to review job descriptions and objectively evaluate candidate qualifications; Proficient in the use of computers, the internet, and common software applications as well as the ability to learn and utilize proprietary software and applications, and ability to operate a variety of standard office equipment; Ability to establish and maintain effective working relationships with groups representing diverse populations, , and various cultural and socioeconomic backgrounds; Ability to independently analyze and resolve complex problems, and develop sound conclusions; Ability to understand, interpret and carry out complex oral and/or written directions; Awareness of the importance of confidentiality in dealing with personnel matters and ability to maintain such confidentiality; Ability to communicate clearly and concisely both orally and in writing; Ability to represent the Department and County in a professional manner under all circumstances; Ability to accurately prepare a variety of detailed reports, and submit in a timely manner; Ability to calmly and confidently manage multiple competing priorities; Ability to establish rapport and cultivate and maintain respectful, cooperative working relationships with employees at all levels of the organization, as well internal and external customers, agencies, and members of the public;; Ability to fulfill field requirements of the position as necessary; Experience working with diverse populations diversity and customer-service skills are required.

PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are considerable for this position in that the work often involves considerable demands from tight deadlines, constant rush orders and when dealing with disciplinary issues, exposure to distressing human situations. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation and facilitate employment placements. Internal contacts will be with department heads and hiring managers throughout the organization and will require professional collaboration in efforts to diversify the organization. External contacts are with professional associates, liaisons, community groups, high-ranking officials and administrators, including heads of various public agencies and legislators assisting them with developing policy or carrying out the mission of the organization. This work will also involve the development of professional networks and the successful implementation of diversity strategies. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

Originally created 05/2019

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Complete Scope of the examination and Expanded subtest descriptions:

1. Advising and interacting with others

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

2. 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.

3. Public personnel administration

These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment; selection, and placement; position classification; performance evaluation; and employee relations.

4. Recruitment, selection and placement

These questions test for knowledge of planning and implementing programs to hire employees for public sector titles and occupational fields. Questions may cover such areas as determining personnel needs; analyzing job content; ordering examinations; recruitment; and interviewing.

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.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