

**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: Transition Workforce Specialist

EXAM NO: 85056

SALARY: \$27.32/hr - 2023 Hire Rate

LOCATION: Workforce NY

TYPE OF EMPLOYMENT: Full Time

EXAM DATE: 10/21/23

ISSUE DATE: 08/21/23

THE FINAL DATE TO FILE APPLICATIONS: 09/08/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/22/23

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 WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There are currently two vacancies in the title of Transition Workforce Specialist located at the Tompkins County Workforce Development. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/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;
OR

(b) Graduation from a regionally accredited or New York State registered two year college or university with a Associate's degree or possession of at least 60 college credit hours **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public agency, not-for-profit human services agency or in an educational facility; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a public agency, not-for-profit human services agency or in an educational facility; **OR**

(d) Any combination of training and experience equal to or greater than that specified in (a), (b), and (c) above as determined by the Commissioner of Personnel.

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

SPECIAL REQUIREMENT: The successful candidate will possess a valid NYS Driver's license at the time of appointment and maintain such license throughout the life of employment. The employee is required to use his or her own personal transportation to perform the duties of this position. The employee will be required to travel to worksites across Tompkins County on a weekly basis. Mileage between the office/home office and worksites will be compensated at the current government rate.

DISTINGUISHING FEATURES OF THE CLASS:

The work of the Transition Workforce Specialist is to provide transition, employment, training and support services to teens and young adults ages 14-24 in Tompkins County. The work includes interviewing eligible young people, assessing current skills and training needs, placing youths in work experiences at partner businesses and non-profits, providing on-going support and case management, identifying supportive service needs and making appropriate referrals, determining eligibility for training and education funding, assisting with job placements, and follow-up case management. A key component of this position is relationship building and on-going communication with youth participants and worksites supervisors in the community. The Transition Workforce Specialist works under the general direction of the Director of the Office of Employment & Training, part of the Workforce New York system, and reports directly to the Workforce Development Coordinator, who oversees youth employment and training services and programs. The successful applicant will be able to work independently and exercise good judgment in interactions with fellow staff, youth clients, and volunteer worksite supervisors in the community. An employee in this class may occasionally be required to supervise an entry level clerical worker or a youth intern, in the absence of the Workforce Development Coordinator. The employee will be expected to work a hybrid working model, with some hours at home, some hours in the office located in Center Ithaca, and some at local worksites across Tompkins County. The successful candidate must demonstrate they can work autonomously and successfully in a hybrid home/office model. The incumbent will perform all related duties as required.

TYPICAL WEEKLY WORK ACTIVITIES:

- Provides ongoing case management and follow-up services to assist in employment and workforce development;
- Communicates weekly/bi-weekly with youths and worksite partners and performs in-person worksite visits;
- Works collaboratively with youths and worksite supervisors to assure positive worksite placement outcomes and future success of youth;
- Provides supportive services to youth including, but not limited to: referrals to counseling, assistance with transportation, assistance with resume writing and interview preparation, etc.;
- Visits youth in person at their designated worksite;
- Performs data entry and recordkeeping;
- Creates and maintains paper files and case notes and documentation in electronic database OSOS;
- Assures all client records are in compliance with federal and state regulations governing the funding;
- Attends and participates in internal staff meetings, including meetings with Tompkins Workforce NY Director and full staff, meetings with youth staff, and 1:1 supervision time;
- Attends youth workshops, participates as a role model, and serves as a mentor in breakout rooms;
- Reviews applications for WIOA JobLink and the Summer Youth Employment Program.(funded by Temporary Assistance for Needy Families TANF);
- Determines eligibility for programs and makes appropriate referrals for ineligible applicants;
- Interviews eligible applicants, using a strengths-based approach;
- In collaboration with youths, discovers and evaluates client skills, interests, abilities, qualifications, needs, and systemic barriers to employment the youth is facing;
- In collaboration with youth and host worksite, develops individual service strategy, and job training plans and assists with goals to achieve self-sufficiency;
- Places youths at partner worksites in the community;
- Performs additional tasks including but not limited to: researching, preparing and presenting training for youth workshops, performing outreach and recruitment (online or in person) to community referral agencies, youths, and families, developing appropriate community worksites for youths in the public and private sector, assisting worksite

- employers in developing job descriptions and training plans and processing worksite agreements;
- All other tasks as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- General knowledge of systemic barriers and issues of access and equity for marginalized populations;
- Demonstrated commitment to Justice, Equity, Diversity, and Inclusivity, objectives put forth by Tompkins County;
- Demonstrated history forming positive relationships with populations of youths who may experience systemic barriers to employment including populations with disabilities, homelessness, experience in the foster care system, those who did not complete high school, those who have had contact with the justice system, and youths who are pregnant/parenting, have substance use disorders, mental health challenges, and are from low-income households;
- Demonstrated success establishing and maintaining positive working relationships with adult community leaders from diverse backgrounds;
- Demonstrated ability and willingness to work cooperatively in a small, supportive team environment;
- Ability and willingness to gracefully give and receive constructive feedback at work;
- Working knowledge of federal, state, and local regulations as it pertains to youth populations;
- Working knowledge of services available to youth and potential barriers to employment;
- General knowledge of local community service organizations and their programs;
- Ability to establish and maintain cooperative working relationships with partner agencies;
- Demonstrated experience organizing work and carrying out duties autonomously;
- Demonstrated ability to write professional emails, case notes, and reports;
- Demonstrated experience researching, preparing and presenting training curricula on Zoom using Microsoft PowerPoint Software or other presentation software;
- Experience preparing and maintaining clear and accurate reports and records;
- Demonstrated ability and comfort to efficiently operate a personal computer and smartphone;
- General knowledge of Zoom and the Microsoft 365 Suite and Cloud applications including Outlook, Calendar, Word, Excel, People, PowerPoint, OneDrive and SharePoint;
- Demonstrated ability to learn new skills required of the changing workplace and seek out training when needed;
- Growth mindset, life-long learner.

Position Created: 04/2007

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Complete Scope of the examination and Expanded subtest descriptions:

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.

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.

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