

**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**

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**TITLE:** Homeless Services Coordinator

**EXAM NO:** 85047

**SALARY:** \$30.92 Hire rate, \$33.55 Work rate

**LOCATION:** County Administration

**TYPE OF EMPLOYMENT:** Full Time

**EXAM DATE:** 11/04/23

**ISSUE DATE:** 09/12/23

**THE FINAL DATE TO FILE APPLICATIONS:** 09/27/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 11/05/23

**RESIDENCY WAIVED**

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

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Homeless Services Coordinator located in Tompkins County Administration. The eligible list resulting from this open competitive examination may be used to fill any 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 in Social Work, Human Services, Law, Public Policy or related field and two years of direct client service experience working with poverty and homelessness programs; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college or university with a Associates degree or possession of at least 60 college credit hours in Social Work, Human Services Public Policy or related field **AND** four (4) years of direct client service experience working with poverty and homelessness programs

**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.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position involving responsibility for advancing the County's efforts to end unsheltered homelessness by uniting and leading County departments to identify a comprehensive strategy and implement major initiatives to reduce homelessness. This position is responsible for collaborating with a variety of entities, including public, private, non-profit, social services, criminal justice, faith-based, healthcare, unhoused individuals, veterans' services, as well as community volunteers in order to help end homelessness in our community.

The position will coordinate, track, and build upon outcomes to reduce homelessness in Tompkins County. The work is performed under the general direction of the County Administrator.

There is considerable leeway allowed for the exercise of independent judgment when carrying out the details of the work. An employee in this class may be required to serve as a lead worker or supervise entry level clerical, intern and/or volunteer personnel as assigned. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

Facilitate homeless response coordination across County departments and programs. Develop and recommend county-level policies that support community-wide strategies and initiatives to end homelessness.

Develop, coordinate and assess County operated and contracted programs that address homelessness or mitigate its impacts.

Collaborate with the unhoused community, the Continuum of Care (CoC) community partners, constituents, local businesses, social services, law enforcement, mental health, and other agencies.

Report to the Tompkins County Legislature on a quarterly basis, highlighting key accomplishments and recommending modifications as needed based on department feedback

Prepare recommendations to the Tompkins County Legislature on the County's role in reducing homelessness throughout our county including county-wide and departmental action plans with related costs

Conduct a County wide cost analysis of existing services and resources utilized by unhoused constituents.

Determine the quality, quantity, cost and availability of rental housing within the County that is affordable to very low income (Less than 30% AMI) people.

Participate in the development of County policy and budget guidelines for encampment response activities.

Contribute to data analysis and collection within existing Homeless Management Information System (HMIS) standards and support the (CoC) in meeting established benchmarks. Maintain HMIS licensure and be proficient in creating reports and performing queries in HMIS.

Establish, maintain, and enhance cooperative relationships with County departments, the CoC, not-for--profits, local service providers, civic groups; philanthropic organizations; the business and the homeless community.

Provide oral and written reports on the County's homeless issues.

Conduct training and presentations on homeless resources or changes in existing resources.

Maintain a database of resource providers, services, information and activities; prepare informational material as needed.

Regularly participate in CoC and other community based committees and task forces to represent Tompkins County.

Research and develop grant proposals; seek out other funding sources for homeless programs, and perform related duties as assigned.

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

Knowledge of the principles and practices of public administration and the structure and functions of municipal government.

Knowledge of the guidelines for grant application, preparation, and funding processes.

Ability to coordinate and manage complex projects

Ability to bring different perspectives/opinions together toward common goals

Ability to coordinate directly and lead proactively.

Ability and willingness to interact with homeless individuals.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees, departments, legislative leaders, law enforcement officials and community members;

Ability to communicate effectively, orally and in writing.

Ability to adhere to safety policies, procedures and guidelines.

The employee's physical and mental condition shall be commensurate with the demands of this position;

Originally Created:11/2022

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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