

**TOMPKINS COUNTY CIVIL SERVICE
EXAMINATION
Inclusion Through Diversity**

PROMOTIONAL

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: Director of Community Health (Promotional)

EXAM NO: 74396

SALARY: \$45.26/hr Hire Rate - \$49.16/hr- Work Rate

LOCATION: Tompkins County Health Department

EXAM DATE: 12/02/23

ISSUE DATE: 10/06/23

THE FINAL DATE TO FILE APPLICATIONS: 10/22/23

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/03/23

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 Director of Community Health located at the Tompkins County Health Department. 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.

PROMOTIONAL QUALIFICATIONS:

This departmental promotion examination is limited to current employees of the Tompkins County Health Department. Applicants must currently hold, and have held, at least two years of permanent competitive class status as a Team Leader or Senior Community Health Nurse.

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

SPECIAL REQUIREMENTS:

- (a) License and current registration to practice as a Registered Professional Nurse in New York State.
- (b) Appointees will be required to possess a valid New York State Driver's License and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position involving responsibility for the administrative, professional and financial operations of the Community Health Division. An incumbent in this class is also responsible for the public's general health, i.e., communicable disease control and follow-up. This position has direct responsibility for all personnel under its administrative jurisdiction in order to assure safe, effective and efficient client care services. The Director of Community Health's internal contacts will be across divisions within the department as well as across departments within the organization and will entail developing public health programs and coordinating activities. The employee's external contacts may be with Legislators, other high-ranking officials and administrators, or heads of public or private agencies and involve important issues of public health policy and inter-agency cooperation. A high level of interpersonal skill is necessary in order to persuade, motivate and influence people under adverse or tense conditions and to facilitate meetings, and negotiations involving important and difficult public health issues. The employee exercises a high level of autonomy and independent judgment when carrying out the responsibilities of the position. Risk of injury or illness is minimal. The position requires the director to investigate and mitigate a variety of client complaints and concerns. The work environment has minimal exposure to disagreeable conditions and visual effort is moderate. The work is performed under the general direction of the Deputy Public Health Director and is not generally subject to more than general administrative control. Supervision is exercised over the staff of the Community Health Division, which is a major division of a large county department. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, initiates and directs the Division's programs; including but not limited to the Diagnostic and Treatment Center, Women Infants and Children program and the Licensed Home Care Service Agency.
- Develops, implements and monitors policies and standards for assigned services to ensure compliance with applicable local, state, and federal laws and regulations;
- Prepares budget data, cost studies and grant applications.
- Develops procedures for systematic evaluation of Division programs;
- Provides sufficient number of community health nurses to insure that clients receive care by or under the supervision or direction of a community health nurse;
- Makes provisions for sufficient number of supervisory nurses to provide adequate qualitative and quantitative control of client care services;
- Determines the number, types of staff and supervision required to meet the Division's responsibilities;
- Recruits staff qualified to provide the quality and quantity of services which the Division offers to clients;
- Coordinates the activities of various community organizations interested in furthering community health programs;
- Plans orientation of new personnel and provides appropriate in-service education specific to meeting Division responsibilities;
- Makes provision for periodic evaluation of employee performance;
- Develops agreements and contracts where applicable to provide Division services or to secure services needed by the Division;
- Coordinates activities of the quality assurance and improvement advisory committees with the governing authority;
- Interprets Division services and policies for the general public, other health service providers, and the recipients of Division services.
- Participates in public health preparedness activities; including but not limited to plan development, training and response activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of public health programs administration, health economics and legislation;
- Thorough knowledge of community resources;
- Working knowledge of research methods;
- Ability to plan, organize and direct the activities of others;
- Ability to interpret existing and proposed health programs as they affect public health;
- Ability to work cooperatively with others;
- Ability to communicate effectively;
- The employee's physical condition shall be commensurate with the demands of this position.

Originally created 01/16/2015

D105

Complete Scope of the examination and Expanded subtest descriptions:

Educating and interacting with the public

These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

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 practices 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 their 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>

SENIORITY: One point will be added to each passing score for every five years of permanent classified service according to the following schedule:

- Less than one year 0 points
- 1 year up to 6 years 1 point
- 6 years up to 11 years 2 points
- 11 years up to 16 years 3 points
- etc.. .

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