

**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: Fiscal Coordinator II (Promotional)

EXAM NO: 79129

SALARY: \$34.00 per hour at hire, \$36.92 per hour at work rate

LOCATION: County Office for the Aging

TYPE OF EMPLOYMENT: Full time

EXAM DATE: 06/01/24

ISSUE DATE: 03/19/24

THE FINAL DATE TO FILE APPLICATIONS: 04/21/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/02/24

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 Fiscal Coordinator II located at the Tompkins County Office for the Aging. The eligible list resulting from this promotional examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

INTERGOVERNMENTAL PROMOTIONAL QUALIFICATIONS:

Admitting Tompkins County Employees who currently hold, and have continuously held, at least three years of permanent or contingent permanent competitive class status in the title of Fiscal Coordinator

OR

DEPARTMENTAL PROMOTIONAL QUALIFICATIONS:

Admitting Tompkins County Employees who currently hold, and have continuously held, at least five years of permanent or contingent permanent competitive class status in lower-level titles within the hiring department.

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

DISTINGUISHING FEATURES OF THE CLASS:

This position is primarily responsible for the supervision and management of fiscal and administrative functions of the department, including planning, organizing, and monitoring of financial management programs and human resource activities of the staff. The employee is responsible for recommending, developing, and maintaining the accounting and financial management systems. Budget preparation, monitoring, forecasting and analysis, including related reports, are also requirements of this position. An employee in this position exercises considerable interpersonal skills - teaching, guiding, and counseling both staff and contractors, as well as interfacing with the fiscal team at the New York State level. The work involves tight deadlines and handling of conflicting priorities. The work is performed under the general direction of the Department Head with considerable independent judgment and autonomy. Supervision is exercised over assigned subordinate fiscal personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises the postings to the internal financial system;
- Creates, monitors, and supervises all contracts and service agreements;
- Generates and submits required reports to NYSOFA and grant partners;
- Monitors the various administrative and fiscal procedures of direct and contract agencies to insure conformity and compliance with federal, state and county requirements;
- Performs annual fiscal monitoring of all subcontractors;
- Oversees all state claims and invoicing;
- Assists in financial planning and internal policy recommendations;
- Assists Department Head in preparation and management of the annual county budget;
- Develops and maintains a budget monitoring and analysis system;
- Prepares financial reports for the purpose of monitoring expenditures and revenues;

- Develops billing procedures and oversees fee collection; Supervises staff involved in revenue collection and interacts with the Finance Director and other professional staff as required;
- Collects and analyzes financial and program data.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the principles, procedures and terminology used in the organization and implementation of a financial management system;
- Thorough knowledge of computer operations with regard to data bases, spreadsheet and analytical software;
- Thorough knowledge of the procedures used in conducting cost analysis and project planning;
- Working knowledge of financial analysis;
- Ability to solve problems and define priorities;
- Ability to plan, organize, and present ideas clearly and concisely, both orally and in writing;
- Ability to assign and supervise work;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to interact effectively with other County departments; and
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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.

Fiscal management

These questions test for a general knowledge of the financial environment within which governments must operate. Questions may deal with, but are not necessarily limited to, such matters as capital and operating budgeting; general and governmental accounting; cost analysis; financial analysis; cash management; internal controls; general and governmental purchasing; storeskeeping and inventory control.

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.

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.

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