

THE ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION

- A N N O U N C E S -

AN OPEN COMPETITIVE EXAMINATION FOR THE POSITION OF  
PERSONNEL DIRECTOR – EXAM # 67006

**DATE OF WRITTEN EXAMINATION:** April 29, 2017

**LAST DATE OF FILING APPLICATIONS:** Applications must be postmarked or received no later than **March 23, 2017** in the Civil Service Office by 4:00 p.m.

**ALTERNATE TEST DATE POLICY:** See attached.

**FILING FEE:** A \$15.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send personal check, certified bank check, money order payable to the City of Oneonta. Write the examination number(s) and the applicant's name on the check, money order, etc.

**CASH WILL NOT BE ACCEPTED.**

Applicants who do not submit the required fee or whose personal checks are returned for insufficient funds will be considered disqualified from taking the exam.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**VACANCIES:** The eligible list established as a result of this examination will be used to fill a vacancy in the City of Oneonta Personnel Office.

**SALARY:** DOQ

**RESIDENCE REQUIREMENT:** Candidates must have been legal residents of New York State for at least 1 month immediately preceding the date of the written test. Preference in certification for appointment may be given to candidates who are residents of the City of Oneonta at least 1 month prior to the date of the examination. However, non-residents of the City of Oneonta may be required at the time of appointment to become residents of the City of Oneonta in accordance with conditions authorized by local law and/or ordinance.

**GENERAL STATEMENT OF DUTIES:** Responsible for the administration, maintenance and implementation of the City of Oneonta Personnel program.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last date of filing:

A). Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in the field of administration; political science, behavioral science, personnel, business administration or a closely related field and two (2) years of personnel administration experience; **OR**

B). Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in administration, political science, behavioral science, personnel, business administration or a closely related field and four (4) years of personnel administration experience; **OR**

C). Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in administration, political science, behavioral science, personnel, business administration or a closely related field and six (6) years of personnel administration experience; **OR**

D). An equivalent combination of training and experience as defined by the limits of (a) and (b) and (c) above.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Administering Supervision:** These questions test for a knowledge of 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 his/her 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 organization sections.
2. **Classification system administration:** These questions test for knowledge of position classification in the public sector. Questions may cover such areas as general objectives of a classification system; job audit and classification surveys; position allocation; and class specifications.
3. **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.
4. **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.
5. **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.

**NOTICE TO CANDIDATES:** It is allowed that candidates use quiet hand-held, solar battery-operated powered calculators. Devices with Typewriter Keyboards, Spell-Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

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 "How to take a written test" helpful in preparing for this test. The publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

### ALTERNATE TEST DATE POLICY

The Oneonta Municipal Civil Service Commission is dedicated to providing the largest base of qualified applicants for employment within its jurisdiction. The Oneonta Civil Service Commission has found that some applicants have been unable to take Civil Service examinations because of commitments that fall on or over the dates designated for the taking of these examinations.

The Oneonta Civil Service Commission has decided to establish an alternate test date policy. This policy will allow applicants, who meet a certain criteria, to take the Civil Service examination on a date other than the scheduled date.

The criteria for being eligible to take an exam on an alternate date shall be as follows:

1. A death in the immediate family or the household in which the candidate resides within the week immediately preceding the announced written test date. Immediate family shall include the spouse, domestic partner, children, siblings, parents and grandparents of the candidate or of his or her spouse.
2. Religious beliefs that preclude a candidate from taking an examination on the announced date.
3. Military duty.
4. A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held.
5. A conflict with a professional or educational examination. Examples of professional examinations include the Certified Public Accountant or Professional Engineer examination. Examples of educational examination include the Scholastic Aptitude Test and Graduate Record Examination.
6. A conflict with a previously scheduled vacation, professional conference or retreat for which a significant non-refundable deposit was made prior to the date the examination announcement was issued.
7. A conflict with a court ordered appearance.
8. Hospital confinement, medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by attending physician.
9. Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the test center.

Adopted MSD: 3/89

Revised MSD: 1/20/99

## **RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Oneonta Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

**DISABLED PERSONS-** Disabled candidates who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Personnel Department for more information.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Laws, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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 a firefighter or police officer killed in the line of duty 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.

**Effective January 1, 2014** the State Constitution was amended to grant additional veteran credits on a competitive civil service examination to individuals who previously received non-disabled, war-time veteran credits for original appointment or promotion to a competitive class position and were then subsequently certified as disabled war-time veterans. If you believe you are eligible for additional disabled veterans' credits, authorization for verification of Non-Disabled Veteran Credits Use form must be filled out and mailed or faxed to the agency that you received the non-disabled veteran credit.

Veteran Credits Application, Disability Record Authorization and Authorization for Verification of Non-Disabled Veteran Credits Use may be found on our website at: [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) or at the City of Oneonta Civil Service/Personnel Office, 258 Main St., Oneonta, N.Y. 13820/(607) 432-0670. The applicant should

make sure **EVERY** question on the application is answered and that the application is complete in all respects. All statements made by candidates on their application are subject to verification.

**CROSS-FILING:**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than three (3) weeks before the test date, so they can make arrangements for taking all tests at one site. All examinations for positions in State government will be held at a State examination center.

You can find the cross-filing form on our website at: [www.oneonta.ny.us/personnel](http://www.oneonta.ny.us/personnel) to submit with your application or **three (3) weeks** before the date of the examination.

**APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Office.

**ADMISSION NOTICES:** Candidates will receive admission letters indicating the date, time and location their exam is scheduled. If you have not received a notice to appear for the examination three (3) days before the test date, call (607) 432-0670 Civil Service/Personnel office.

It is the responsibility of the candidate to notify the Civil Service/Personnel Office of any change in name or address. No attempt will be made to locate candidates who have moved.

**THE CITY OF ONEONTA IS AN EQUAL  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

**ONEONTA MUNICIPAL CIVIL SERVICE COMMISSION**

**DATED: January 23, 2017**

**Wendy Miller, Secretary**

## PERSONNEL DIRECTOR

**GENERAL STATEMENT OF DUTIES:** Responsible for the administration, maintenance and implementation of the City of Oneonta Personnel program.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, initiating and directing of the Personnel program for the City of Oneonta. The Personnel Director is responsible for administering and enforcing the provision of the Federal, State and Local laws as they relate to the City Personnel. The work is performed under administrative direction of the Mayor. And requires implementing the general personnel policies and objectives of the department. Administrative supervision is exercised over the work of personnel office employees. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative only)

- Develops a procedure for conducting initial employee orientation;
- Administers the review and processing of personnel transactions and maintenance of personnel records for all employees;
- Certifies payrolls of City employees and takes exception to individuals not employed in accordance with Civil Service Law;
- Answers correspondence and queries regarding personnel issues;
- Prepares annual report to the Mayor and Common Council;
- Attends training and workshops pertaining to Personnel and Civil Service;
- Monitors hiring, employment and discipline policies to insure compliance with all Civil Service regulations and laws;
- Makes recommendations to the legislature for the purpose of eliminating employee inequities, overcoming recruitment difficulties and employee turnover;
- Interprets and applies Civil Service Law in formulation of policy and procedures;
- Meets with departmental representatives on application of personnel rules and policies and conducts formal and informal salary and classification hearing with employee;
- Makes special studies and recommendations on the development of programs, the impact of proposed decision, organization changes, and legislation affecting personnel and labor relations activities;
- Assists in the initiation and improvement of public personnel administration within the various departments;
- May assist with the administration of provisions of labor agreements between the City and its employees. This may include, but is not limited to: preparing and analyzing bargaining proposals, analyzing, responding to, and resolving grievances; may participate in judicial and arbitration proceedings;
- May participate in the negotiation and enforcement of employee employer contracts and agreements;
- Develops the annual department budget and authorizes appropriate departmental expenditures;
- Represents the City in personnel matters involving the public, government officials and professional groups.

(Over)

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Thorough knowledge of principles and practices of public personnel administration including wage and salary administration, position classification, job evaluation, employee orientation, and employee effectiveness and morale; working knowledge of the New York State Civil Service Law and Local Rules for the Classified Civil Service; good knowledge of the principles and practices of supervision; good knowledge of the organization and functions of local governments of New York State, particularly local government; good knowledge of State and Federal legislation and regulations affecting public personnel administration; working knowledge of the general principles and practices used in modern labor relations; ability to plan, direct and review a personnel program; ability to carry out and make special studies relating to personnel activities; ability to establish and maintain an effective working relationship with employees and department heads at all levels of government; ability to express oneself clearly and concisely both orally and in writing; ability to analyze and resolve complex problems; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

**ACCEPTABLE TRAINING AND EXPERIENCE:** Either:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in the field of administration; political science, behavioral science, personnel, business administration or a closely related field and two (2) years of personnel administration experience; OR
- B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in administration, political science, behavioral science, personnel, business administration or a closely related field and four (4) years of personnel administration experience; OR
- C.) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in administration, political science, behavioral science, personnel, business administration or a closely related field and six (6) years of personnel administration experience; OR
- D.) An equivalent combination of training and experience as defined by the limits of (a) and (b) and (c) above.

Adopted MSD: January 1973

Modified CSC: 1-23-08

Jurisdictional Classification: Competitive