

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 2/22/2016

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

DEPUTY DIRECTOR OF PERSONNEL

EXAMINATION# 64-205

DEPUTY DIRECTOR OF PERSONNEL - Saratoga County. The results of the exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$75,578

LAST DAY TO FILE IS MARCH 16, 2016

DATE OF THE EXAMINATION IS APRIL 23, 2016

NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE An examination fee of **\$10.00 (residents and non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only.** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$10 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement and file for only those examinations for which you are clearly qualified.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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. A copy of this document can be obtained from the Saratoga County Personnel office as well as online at www.saratogacounty.ny.gov.**

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for acting generally for and in place of the County Director of Personnel in the administration of all personnel-related matters for the County including contract negotiations as well as assuming major responsibilities for work force analysis and EEO and ADA compliance issues. The work is carried out in accordance with and pursuant to the requirements of both Civil Service Law, Rules and Regulations and also sound, modern public personnel administration principles and techniques, as well as the internal specific operating procedures as established by the Director of Personnel, and involves assisting the Director of Personnel in the on-going planning, implementation and evaluation of all personnel functions relating to County government including contract negotiations and labor relations matters; assisting the Director of Personnel in the administration of the affairs of the office including oversight of the carrying out of responsibilities mandated by Civil Service Law and Rules; acting generally for and in place of the Director of Personnel in dealings with the County Legislature as well as with union representatives; and assuming major responsibility for analyzing, studying, reporting and making recommendations to the Director of Personnel regarding matters in specialized areas such as work-force analysis and EEO and ADA compliance issues. Work is performed under the general direction of the Director of Personnel, with wide leeway allowed the incumbent for the exercise of independent judgment in the carrying out of assignments, within established guidelines, since the incumbent acts generally for and in place of the Director of Personnel. In conjunction with the Director of Personnel, direct supervision is exercised over the activities of all subordinate office staff members. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State College or University with a Master's Degree in public or business administrator, labor relations, political science or closely related field and three (3) years' experience in public personnel administration; OR

- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor Degree and (5) years' experience in public personnel administration.

NOTE: Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Personnel Administration or Labor Relations or Business or Public Administration with a concentration in personnel may be substituted for one (1) year of non-supervisory work experience.

The written test will be designed to evaluate knowledge, skills and /or abilities in the following areas:

1. 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.

2. Laws, principles and practices related to public sector negotiations in New York State-These questions may cover such areas as provisions of Section 204 through 214 of the Taylor Law (Article 14 of the NYS Civil Service Law); provisions of Section 41j through 75i of the NYS Retirement and Social Security Law; and provisions of the federal Fair Labor Standards Act as it applies to public employees.

3. Administering a negotiated labor agreement-These questions test for a knowledge of labor/management issues relating to the administration of a negotiated labor agreement and the ability to interpret and apply the terms and conditions of the agreement. Questions may cover such areas as dealing with representatives of employee unions, employee grievances, disciplinary actions, arbitration, employee leave policy, performance evaluations, training, employee assistance programs, health and safety matters, layoff procedures, health insurance benefits, and salary adjustments.

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.

6. Supervision-These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

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. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, 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**.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: 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.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

- o World War II – December 7, 1941 to and including December 31, 1946
- o Korean War – June 27, 1950 to and including January 31, 1955
- o Vietnam Conflict – February 28, 1961 until May 7, 1975
- o Lebanon – June 1, 1983 – December 1, 1987
- o Grenada – October 23, 1983 – November 21, 1983
- o Panama – December 20, 1989 – January 31, 1990
- o Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal. Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing or down loading from our website at www.saratogacountyny.gov, or phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020.

Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

"SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN AFFIRMATIVE ACTION PLAN"