



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Examination Open to the Public

Training & Professional Development Coordinator—Exam #63979

EXAM DATE: June 10, 2023

LAST DATE TO FILE: April 21, 2023

SALARY: \$69,944 - \$80,000

HOW TO APPLY/EXAM FEE: \$15.00 examination fee must accompany Civil Service application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the “General Instructions.”

VACANCY: At the present time, there is one provisional appointment to this title. This examination is being held to permanently appoint to this position and establish an eligible list to fill any appropriate vacancies as they occur in Schuyler County.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION: This position involves responsibility for developing, implementing, monitoring, sourcing and facilitating a County-wide and Department of Social Service training, learning and professional development activities. The work is performed under the general supervision of the Commissioner of Social Services in coordination with the Human Resources Office of experience in developing and conducting professional development or training programs, or a closely related role. Does related work as required.

TYPICAL WORK ACTIVITIES:

Collaborate with County employees and other stakeholders to design and facilitate professional development instruction that promotes best practices and meets county, state and federal requirements;
Conducts and analyzes needs assessments to identify training and educational needs of the County staff and needs of the Department of Social Service;
Conduct portions of a formalized training program, or when necessary, develop a contract for services with outside trainers;
Make arrangement for the physical facilities and equipment for training sessions County-wide as well as the travel to other locations for Department of Social Service;
Designs, plans and presents workshops of local and regional interest cooperatively with other community agencies;
Prepares and submits required training reports to County Officials and New York State
Evaluates, updates and purchases materials and equipment related to training programs and needs including manuals, books, multimedia material, web-based materials;
Assists in formulating policy and procedures on training programs;
Build capacity with County employees to provide ongoing, job-embedded professional development, with ongoing monitoring;

Explore and implement professional development that is based on research-based strategies to help identify areas in need of improvement;
Team with County Administration, Personnel Officer and department leaders to ensure the delivery of consistent, County-wide professional development;
Analyze and disseminate pertinent training credentialing and certification information to County employees;
Design and develop performance support tools, modules and instructional methods directed towards competency improvement.

MINIMUM QUALIFICATIONS: Either

- A. Possession of a Master's Degree in Public Administration, Adult Education or closely related field and two years of experience in developing and conducting professional development or training programs, or a closely related role, **OR**
- B. Possession of a Bachelor's Degree in, Public Administration, Adult Education or closely related field and four years of experience in developing and conducting professional development or training programs, or a closely related role

**** Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SUBJECT OF EXAMINATION: Use of calculators is ALLOWED

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

Ensuring effective inter/intra agency communications

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to 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 the staff of one's own agency and/or that of other agencies 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.

Principles and practices of staff development and training

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

Management of staff development and training programs

These questions test for the knowledge and abilities used to manage staff development and training programs. They address issues such as guiding and assessing the design, development, and implementation of training courses; selecting, supervising, and evaluating trainers and/or vendors; assessing the outcomes of training courses and programs; and understanding and optimizing the relationship between the staff development and training program and the organization as a whole.

Applications and announcements are available at www.schuylercounty.us or the
Schuylers County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: March 9, 2023

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received in the Civil Service office by 4:30pm on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a résumé does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee: Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Pay by cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. No refund will be made to applicants who are disqualified or fail to appear. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, 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 an “Application Fee Waiver Request and Certification” form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - Multiple Examinations Scheduled For The Same Day: If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. (1) If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment. Eligible lists are used to fill competitive positions in Schuyler County municipalities.

Rating: This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: 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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

School District Positions: 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 as involving direct contact with students, a clearance for employment from that state education department is required.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Civil Service Test Guides for certain exams and *How to Take a Written Test* are at <http://www.cs.state.ny.us/testing/localtestguides.cfm>.