



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Examination Open to the Public

HR Administrator- Benefits Manager Exam #68152

EXAM DATE: March 17, 2012

LAST DATE TO FILE: February 1, 2012

SALARY: \$43,506 - \$54,009 (2012 rate)

HOW TO APPLY: Applicants **must** submit an original Civil Service "Application for Employment and/or Examination" to Schuyler County Civil Service office. Faxed or emailed applications will not be accepted.

EXAM FEE: \$15.00 examination fee 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.

VACANCY: This examination is being held to establish an eligible list and will be used to fill any appropriate full-time and/or part-time vacancies as they occur.

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: The work involves responsibility for assisting the Human Resources Director with administration of human resources program for Schuyler County and also managing the employee benefits program for the County. The work is carried out in accordance with established procedures and requires the interpretation and application of Federal, State and County laws and policies as they relate to Human Resources administration. The work is performed under the general supervision of the Human Resources Director with leeway being allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over subordinate personnel in the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assist in the management of all human resource programs;

Administer medical, dental, and vision plans for County, Towns, special districts, and retirees of the County and other entities;

Assist with the compliance of laws affecting employment including FLSA, OSHA, FMLA, ADA, COBRA, and drug screening;

Work with County departments and employees to process Disability, Workers Compensation and Health Insurance claims;

Calendar all time-off for employees on medical/worker's compensation and FLMA leaves of absence;

Set-up of all benefits in HRB database and maintain employee timecard records in EzLM for employee benefit purposes;

Oversee new employee orientation and exit interview procedures;

Assist Director with advising appointing authorities as to proper steps and techniques for solving personnel staffing and disciplinary problems within the scope of law, Schuyler County Policies and Procedures, and Union contracts;

Assist the Human Resources Director with investigations, grievances, negotiations, and representation at various hearings/meetings;

Collaborate with Human Resources Manager in updating and editing Policies and Procedures, Management/Confidential Salary Plan, and other relevant materials;

Assist in the preparation of departmental budget;

Collaborate dissemination of information and schedule various benefit sessions for benefit providers;

Comply with requests from NYS Retirement system by forwarding wage, employment and retirement related data;

Analyze and reconcile monthly health insurance census, report changes, and process voucher for payment;

Direct and participate in the preparation of a variety of reports concerning Human Resources issues;

Train and supervise subordinates;

Gather information, prepare reports and make recommendations to the Human Resources Director;

Assist Director in preparation of departmental annual report.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administration of insurance programs and other employee benefit programs;

Good knowledge of principles and practices of public personnel administration;

Good knowledge of the laws affecting employment;

Working knowledge of the organization and functions of local government;

Working knowledge of Microsoft Word and Excel Spreadsheet;

Ability to organize and maintain accurate personnel/insurance records and files;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Ability to analyze and resolve complex problems regarding Human Resources and employee benefits matters;

Ability to use personal computer to maintain records and create reports;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, or higher, in Business Administration or Human Resources Management and two years of responsible professional experience in public or private human resources administration; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration or Human Resources Management and four years of responsible professional experience in public or private human resources administration; or
- C. Graduation from high school and six years of experience as described in A above; or
- D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

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:

1. Ensuring effective inter/intra agency communications

These questions will test candidates' 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.

2. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. 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.

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. Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance, retirement and other benefits

These questions test for the ability to read, interpret, and apply relevant laws, policies, and procedures. You will be provided with brief reading selections based on or taken from legal text, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge of the subject is required.

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

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Issue Date: January 5, 2012

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 5 p.m. or be postmarked before midnight 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 resume 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. 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.

Fee and Fee Waiver: Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. The examination fee may be waived for persons claiming to be “unemployed and primarily responsible for the support of a household.” Use Schuyler County Waiver form.

Application Review: Disqualified candidates will receive a disapproval 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 your letter within five days of the examination, call the Civil Service office 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 of 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.

Cross-filing: If you’re applying for civil service examinations in multiple jurisdictions when examinations are scheduled on the same date, you must make arrangements to take all the examinations at one test site. You must apply in each jurisdiction and notify each that you are cross-filing. If you have applied for both state and local examinations, you must take all your examinations at the state center. To make arrangements, call (518) 457-7022 no later than two weeks before the test date.

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 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.

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.

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 Dept. of Civil Service publications, *How to Take a Written Test*, and *Questions and Answers About Municipal Civil Service Examinations* are available at their web site (www.cs.state.ny.us/msd/map.html).

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.