



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Human Resources Associate

Number: 61199

Salary: \$58,883-85,602 - Dutchess County (Management Salary)

Date of Examination: 04/29/2017

Applications Accepted Until: 04/07/2017

Applications postmarked 04/07/2017 will be accepted.

Applications accepted until 4:30pm Monday through Friday

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application is required for each separately numbered examination: Application processing fee is payable by check, money order, or credit card. Cash is not accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will not be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Department of Human Resources.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before April 29, 2017:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Resources, Public Administration, Business Administration or a closely related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one (1) year of full-time technical experience in public personnel administration;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Candidates qualifying under (A) above must submit a verifiable copy of their graduate level transcript.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENT: Possession of a New York State Driver License at time of appointment.

DUTIES: This position performs responsible technical work involving all phases of public personnel administration.

EXAMPLES OF WORK (Illustrative Only): Leads and participates in Roster Record maintenance (e.g., reviews personnel change forms and applications submitted by operating agencies to determine compliance with Civil Service Law, Rules and procedures; examining agency payrolls for the purpose of payroll certification; supervises the maintenance of roster records; advises operating agencies on the various aspects of the Civil Service Law, Rules and procedures); leads and participates in Examination administration (e.g., reviews applications, prepares examination requests and announcements; reviews recruitment fields and sources for open competitive and promotion examinations; conducts examination reviews; and prepares a variety of documents, forms and reports related to the examination administration process); participates in classification surveys (e.g., reviews duties statements prepared by employees and/or supervisors; compares duties statements, grouping similar positions together; compares duties statements to existing specification; conducts job audits as necessary; revises old specifications and writes new specifications as necessary; prepares adopting resolutions, allocation lists and other documents; participates in employee appeals; prepares final reports; presents studies to the Legislature); conducts and completes various reports and studies concerning public personnel administration as required; answers written and verbal inquiries and correspondence; advises employees, supervisors, managers, elected officials and the public on various aspects of the Civil Service Law, Rules and procedures.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **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 audits and classification surveys; position allocation; and class specifications.
2. **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.
3. **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.**
4. **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.
5. **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.
6. **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.

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

The use of calculators is Allowed for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE AT www.co.dutchess.ny.us or www.dutchessny.gov

When the 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 administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

WEATHER

In case of inclement weather the morning of the examination, please listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: If you cannot take the test on the announced test date (most written exams fall on Saturday) due to a conflict with a religious observance or practice, please indicate so on your application. Documentation will be required. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, please indicate so on your application. Documentation will be required.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available upon request at the examination center. The completed and notarized forms must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CALCULATORS: 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.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

Call the Dutchess County Department of Human Resources immediately if you do not receive a notice within three days of the date of examination informing you whether or not you are to be admitted to the examination.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available in the Department of Human Resources and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

MULTIPLE EXAMINATIONS: If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call 486-2169 for further information regarding multiple examinations on the same date.

NOTE: 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.

APPLICATIONS may be obtained on line at www.dutchessny.gov, by sending a stamped, self-addressed legal size envelope to or by visiting the Human Resources office at 22 Market Street, 5th Floor, Poughkeepsie, NY 12601 (hours 9am to 5pm, Monday through Friday).

HOW TO TAKE A WRITTEN TEST and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website, (<http://www.cs.ny.gov>), by first clicking on Publications, then on the booklet title.