

Open Competitive

WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 8/24/17

Exam #: 63-482

Exam Date: 10/28/17

Date Posted: 8/4/17

JBCL: S030

FUNDING COORDINATOR

School Districts

A NON-REFUNDABLE \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is only accepting applications submitted on-line for our civil service examinations. Paper Applications WILL NOT be accepted.
TO APPLY ON-LINE VISIT: WWW.WESTCHESTERGOV.COM/HR

Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to complete the on-line application. The NON-REFUNDABLE application processing fee MUST be paid on-line using a credit card. Visa, Mastercard, Discover, American Express and Pre-paid cards are accepted. Please call (914) 995-2388, if you have any questions.

SALARY

Varies with School District

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

MINIMUM QUALIFICATIONS

A Bachelor's Degree* in Accounting, Finance, Business Administration or a related field and two (2) years of accounting experience, pre- or post-degree, which must have included financial analysis.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

ALL CANDIDATES QUALIFYING BY POST HIGH SCHOOL EDUCATION MUST SUBMIT AN OFFICIAL (RAISED SEAL AND SIGNED BY REGISTRAR) TRANSCRIPT(S) TO THIS OFFICE BY DECEMBER 28, 2017 UNLESS ALREADY ON FILE IN OUR OFFICE. IF IT IS ON FILE, PLEASE INDICATE THIS ON YOUR APPLICATION. FAILURE TO SUBMIT THE REQUIRED OFFICIAL TRANSCRIPTS WILL RESULT IN DISQUALIFICATION. YOU WILL NOT RECEIVE A SCORE FOR THIS EXAMINATION.

If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

DUTIES

Under the general supervision of the Business Manager or Assistant Superintendent for Business, an incumbent of this position performs financial records management and analysis for special programs, grants or other revenue sources for the school district. The incumbent is responsible for optimizing the attainment and use of grants and aid from Federal, State and other sources to assist in financing a broad range of support services, educational and construction programs, or equipment purchases for the school district. In accordance with prescribed procedures, with considerable latitude allowed for independent action, the incumbent performs accounting, financial recordkeeping, and analytical tasks to aid and grant budget preparation and analysis, and monitors approved program budgets. Supervision is not a responsibility of this position although the incumbent may have frequent contact with district administrators, professional staff and fiscal/clerical support staff in completing his/her job responsibilities. Does related work as required.

VACANCIES

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. Budgeting** - These questions are designed to test for knowledge of the principles and practices involved in governmental budgeting and may include, but not necessarily be restricted to, terminology associated with the budgeting process and budget cycle; the selecting of data for analysis (summarization and synthesis) in order to make inferences and draw conclusions which will provide a basis for making budget recommendations; applying analysis techniques to data (computation skills); the techniques involved in and factors affecting forecasting and trend analysis; presenting budget information at the level of analysis and type of perspective appropriate to the needs of each person/entity that you are communicating with; and actions associated with budget execution such as analysis of program outcomes or responding to situational changes after a budget has been passed.
- 2. Evaluating conclusions in light of known facts** - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
- 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. Understanding and interpreting tabular material - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. 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.

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.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

1. Unless otherwise notified, candidates are **RECOMMENDED** 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. You may not bring books or other reference materials to the examination location.
2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.**
Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. **IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2117. DO NOT CONTACT NEW YORK STATE.**
3. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources (995-2117), for instructions.
4. **ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
5. **FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug- free work environment, you may be required to submit to a urinalysis and/or blood test.
6. 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.
7. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST SUBMIT A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, submit form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and submit a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.
Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits**

Use must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

8. 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 on 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.

HOW TO APPLY

APPLICATION FILING FEE

A \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID ONLINE USING A CREDIT CARD.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

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 Social 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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

ALTERNATE TEST DAY REQUESTS: The Department of Human Resources periodically receives requests to reschedule candidates for civil service examinations under exceptional circumstances because individuals are unable to participate in the exams on their scheduled dates.

Upon presentation of appropriate documentation, the Department of Human Resources may grant an alternate test date. The granting of alternate test date is at the discretion of the Department of Human Resources. Examples such as the following may be considered as reasons for granting an alternate test date:

- Death in the family or household or attendance at funeral or memorial service.
- Medical illness or emergencies involving the candidate or member(s) of the family.
- Military orders.
- Religious observance (Candidate must submit required form).
- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

Procedure:

Candidates who have met the criteria may be eligible for one alternate test date. A written request with appropriate documentation justifying the request must be submitted to the Examination Administration Unit. With no exception, alternate test date requests must include documentation verifying the exceptional circumstance which precludes the candidate from appearing. After consideration, the Examination Administration Unit will notify the candidate as to whether or not the request is granted.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence.

Admission cards may not be mailed to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

www.westchestergov.com/hr

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WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

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Last Filing Date: 8/24/17

Exam #: 62-707

Exam Date: 10/28/17

Date Posted: 8/4/17

JBCL: C0700

MANAGEMENT ANALYST

Westchester County

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SALARY

\$58,905 - Starting Salary

\$73,265 - Maximum reached in four additional steps

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

MINIMUM QUALIFICATIONS

A Bachelor's Degree* and one year of experience (pre or post-Bachelor's Degree) where the primary function of the position was in cost, financial or statistical analysis, budgeting, auditing, and/or organizational planning in an automated systems environment.

****DEFINITION:** To demonstrate experience in organization planning, candidates must describe responsibility for analyzing organizational functions, processes, programs, or projects, etc., and performing the initial research, investigation of alternatives, identification of best solution, implementation, and modification as needed.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Accounting, Economics, Finance, Business Administration, Public Administration or closely related field may be substituted for one year of the required experience.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DUTIES

Under general supervision, an incumbent of this class conducts studies for use in developing, analyzing and recommending revised or new administrative and/or operating methods and procedures. Responsibilities include coordinating the design and implementation of automated information systems consistent with the department's need for data gathering; statistical reporting; and monitoring cost, productivity and utilization of services. This position differs from Senior Management Analyst in that the latter involves complex assignments, in which the incumbent performs the initial organization and planning and oversees and monitors the project in terms of time and resources. Supervision is not normally a responsibility of this position. Does related work as required.

VACANCIES

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SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Evaluating conclusions in light of known facts** - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

2. **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.

3. **Understanding and interpreting tabular material** - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **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. **Understanding and interpreting written material** - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

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2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.**

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3. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources, (995-2117), for instructions.
4. **ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
5. **FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.
6. **FOR COUNTY EMPLOYMENT** – If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.
7. 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.
8. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.

Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.
9. 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 on 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.

HOW TO APPLY

APPLICATION FILING FEE

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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 Social 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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

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- Vacation for which a non-refundable down payment was made before the announcement was issued.
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Procedure:

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Last Filing Date: 8/24/17

Exam #: 61-968

Exam Date: 10/28/17

Date Posted: 8/4/17

JBCL: E0728

MANAGEMENT ASSISTANT (TAXI AND LIMOUSINE COMMISSION)

Westchester County

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SALARY

\$72,280 - Starting Salary

\$96,355 - Maximum reached in four additional steps

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

MINIMUM QUALIFICATIONS

A Bachelor's Degree* and five years of professional experience where the primary function of the position was administration** or management.

**DEFINITION: In this case, administrative experience is defined as participation in the direction and control of an identifiable organizational unit or program. An administrator is responsible for planning, resource allocation, program evaluation and policy formulation. Experience limited to performing specialized functions such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administrative experience.

SUBSTITUTION: Coursework toward a Master's Degree* may be substituted at the rate of 30 credits per year of the required experience.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

ALL CANDIDATES QUALIFYING BY POST HIGH SCHOOL EDUCATION MUST SUBMIT AN OFFICIAL (RAISED SEAL AND SIGNED BY REGISTRAR) TRANSCRIPT(S) TO THIS OFFICE BY DECEMBER 28, 2017, UNLESS ALREADY ON FILE IN OUR OFFICE. IF IT IS ON FILE, PLEASE INDICATE THIS ON YOUR APPLICATION. FAILURE TO SUBMIT THE REQUIRED OFFICIAL TRANSCRIPTS WILL RESULT IN DISQUALIFICATION. YOU WILL NOT RECEIVE A SCORE FOR THIS EXAMINATION.

If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DUTIES

Under general supervision, an incumbent of this class assists the Chairman-Westchester County Taxi and Limousine Commission in the implementation of rules, regulations and licensing procedures for taxis and limousines. Responsibilities involve keeping abreast of current legislation and changes made by the commission; liaison with the County's tourism agencies to provide safe transport for residents; coordinating interaction between County departments as it relates to Commission business. Does related work as required.

VACANCIES

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Evaluating conclusions in light of known facts** - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

2. **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.

3. **Understanding and interpreting tabular material** - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. 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. Understanding and interpreting written material - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

2. Unless otherwise notified, candidates are **RECOMMENDED** 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. You may not bring books or other reference materials to the examination location.
2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.**

Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2117. **DO NOT CONTACT NEW YORK STATE.**
9. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources, (995-2117), for instructions.
10. **ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
11. **FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.
12. **FOR COUNTY EMPLOYMENT** - If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.
13. 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.
14. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.

Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits**

Use must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

15. 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 on 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.

HOW TO APPLY

APPLICATION FILING FEE

A \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID ONLINE USING A CREDIT CARD.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

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 Social 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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

ALTERNATE TEST DAY REQUESTS: The Department of Human Resources periodically receives requests to reschedule candidates for civil service examinations under exceptional circumstances because individuals are unable to participate in the exams on their scheduled dates.

Upon presentation of appropriate documentation, the Department of Human Resources may grant an alternate test date. The granting of alternate test date is at the discretion of the Department of Human Resources. Examples such as the following may be considered as reasons for granting an alternate test date:

- Death in the family or household or attendance at funeral or memorial service.
- Medical illness or emergencies involving the candidate or member(s) of the family.
- Military orders.
- Religious observance (Candidate must submit required form).
- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

Procedure:

Candidates who have met the criteria may be eligible for one alternate test date. A written request with appropriate documentation justifying the request must be submitted to the Examination Administration Unit. With no exception, alternate test date requests must include documentation verifying the exceptional circumstance which precludes the candidate from appearing. After consideration, the Examination Administration Unit will notify the candidate as to whether or not the request is granted.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence.

Admission cards may not be mailed to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

www.westchestergov.com/hr

Open Competitive

WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 8/24/17

Exam #: 64-539

Exam Date: 10/28/17

Date Posted: 8/4/17

JBCL: C2305

PROGRAM ADMINISTRATOR (SALES AND MARKETING)

Westchester County

A NON-REFUNDABLE \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is only accepting applications submitted on-line for our civil service examinations. Paper Applications WILL NOT be accepted.
TO APPLY ON-LINE VISIT: WWW.WESTCHESTERGOV.COM/HR

Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to Complete the on-line application. The **NON-REFUNDABLE** application processing fee **MUST** be paid on-line using a credit card. Visa, Mastercard, Discover, American Express and Pre-paid cards are accepted. Please call (914) 995-2388, if you have any questions.

SALARY

\$69,960 - Starting Salary

\$93,255 - Maximum reached in four additional steps

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

MINIMUM QUALIFICATIONS

Bachelor's Degree* in Marketing, Communications, Business Administration or a closely related field and three years experience in public relations, marketing, or advertising which involved project management responsibilities in planning, developing and implementing public relations, marketing or advertising campaigns or programs.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Masters Degree* in Public Administration, Marketing or Business Administration may be substituted on a year for year basis for the general experience for up to two years. Candidates must possess the experience which involves project management responsibilities.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

ALL CANDIDATES QUALIFYING BY POST HIGH SCHOOL EDUCATION MUST SUBMIT AN OFFICIAL (RAISED SEAL AND SIGNED BY REGISTRAR) TRANSCRIPT(S) TO THIS OFFICE BY DECEMBER 28, 2017, UNLESS ALREADY ON FILE IN OUR OFFICE. IF IT IS ON FILE, PLEASE INDICATE THIS ON YOUR APPLICATION. FAILURE TO SUBMIT THE REQUIRED OFFICIAL TRANSCRIPTS WILL RESULT IN DISQUALIFICATION. YOU WILL NOT RECEIVE A SCORE FOR THIS EXAMINATION.

If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DUTIES

Under general supervision, an incumbent of this class is responsible for preparing and implementing sales/rentals and marketing programs in support of County services and departmental operations. Responsibilities involves researching, computing and analyzing market trends and data in order to develop strategic plans in responding to service needs or to maximize utilization of county facilities. Coordination of activities with other governmental agencies, business organizations, community groups, committees and trade associations is also a function of the position. Supervision may be exercised over a number of professional and clerical support staff. Does related work as required.

VACANCIES

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

This examination will also be given on a promotional basis on the same day, and the resulting eligible list will have preference in making appointments. If you qualify for the promotional examination, you must file a separate application for each examination.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. Overseeing community promotion, cultural or special events programs and facilities** - These questions test for the ability to plan, organize, and market programs and events. Questions may cover such topics as publicizing activities, supervising volunteers and other workers, and promoting visitor satisfaction and safety.
- 2. Educating and interacting with the public** - These questions test for the ability to communicate with others in a manner consistent with good public relations practices. Questions will cover such concepts as interviewing or gathering information from others; participating in meetings or work groups; and presenting information to citizens, community organizations, staff and the media.
- 3. Marketing** - These questions test for knowledge of principles and practices of marketing, particularly as related to promoting a product or service. Topics may include marketing and promoting various resources through specific programs, determining targeted groups of interest through research and data analysis, planning and implementing a marketing program, and measuring the effectiveness of the marketing effort.
- 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. Promoting and publicizing a program - These questions test for knowledge of the principles and practices related to promoting and publicizing a program or service in order to attract customers, clients, or participants. Questions may cover such topics as researching and setting promotion objectives, appealing to various target audiences, and producing and distributing informational materials.

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.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

3. Unless otherwise notified, candidates are **ALLOWED** 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. You may not bring books or other reference materials to the examination location.
2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.**

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16. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources, (995-2117), for instructions.
17. **ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
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21. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST ATTACH A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, attach form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and attach a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.
Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you

are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.

22. 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 on 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.

HOW TO APPLY

APPLICATION FILING FEE

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- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

Procedure:

Candidates who have met the criteria may be eligible for one alternate test date. A written request with appropriate documentation justifying the request must be submitted to the Examination Administration Unit. With no exception, alternate test date requests must include documentation verifying the exceptional circumstance which precludes the candidate from appearing. After consideration, the Examination Administration Unit will notify the candidate as to whether or not the request is granted.

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Admission cards may not be mailed to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

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www.westchestergov.com/hr

Open Competitive

WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 8/24/17

Exam #: 61-361

Exam Date: 10/28/17

Date Posted: 8/4/17

JBCL: S107

RISK MANAGER

BOCES #1

A NON-REFUNDABLE \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is only accepting applications submitted on-line for our civil service examinations. Paper Applications WILL NOT be accepted.
TO APPLY ON-LINE VISIT: WWW.WESTCHESTERGOV.COM/HR

Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to complete the on-line application. The NON-REFUNDABLE application processing fee MUST be paid on-line using a credit card. Visa, Mastercard, Discover, American Express and Pre-paid cards are accepted. Please call (914) 995-2388, if you have any questions.

SALARY

In Accordance with Agreement

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

MINIMUM QUALIFICATIONS

Either: (a) graduation from a recognized college or university with a Bachelor's Degree* and four (4) years of experience with a public agency or private company in which the primary function of the position was reviewing and processing insurance claims, claims adjustments, or benefits administration; or (b) Master's Degree* in Business or Public Administration, Accounting, Finance or related field and two (2) years of the experience as outlined in (a).

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

ALL CANDIDATES QUALIFYING BY POST HIGH SCHOOL EDUCATION MUST SUBMIT AN OFFICIAL (RAISED SEAL AND SIGNED BY REGISTRAR) TRANSCRIPT(S) TO THIS OFFICE BY DECEMBER 28, 2017, UNLESS ALREADY ON FILE IN OUR OFFICE. IF IT IS ON FILE, PLEASE INDICATE THIS ON YOUR APPLICATION. FAILURE TO SUBMIT THE REQUIRED OFFICIAL TRANSCRIPTS WILL RESULT IN DISQUALIFICATION. YOU WILL NOT RECEIVE A SCORE FOR THIS EXAMINATION.

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SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

DUTIES

Under general supervision of the Assistant Superintendent for Administration, an incumbent of this class analyzes and evaluates school district insurance coverages as part of a comprehensive risk management and loss control program. The incumbent is responsible for a full range of loss control and analyses of health, property/casualty and Worker's Compensation insurance coverages for eighteen component school districts of the Putnam/Northern Westchester BOCES. The incumbent is responsible for following through on the directives approved by the Regional Finance Committee. A liaison relationship is established with insurance carriers, consultants, brokers as well as department heads and/or their managerial/administrative staff in order to keep informed of all developments and changes that would impact risk management. Supervision may be exercised over clerical personnel and personnel responsible for the administration of district benefits programs. Does related work as required.

VACANCIES

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. Evaluating conclusions in light of known facts** - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
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1. The use of a quiet, hand-held, and solar or battery powered calculator is **RECOMMENDED**. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. You may not bring books or other reference materials to the examination location.
2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.** Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2117. **DO NOT CONTACT NEW YORK STATE.**
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5. **FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug- free work environment, you may be required to submit to a urinalysis and/or blood test.
6. 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.
7. Veterans and Veterans with Disabilities, who meet the criteria set forth in the Application for Examination, may be eligible for additional credits added to their earned scores if successful in examination. **CREDITS MUST BE CLAIMED AT THE TIME OF FILING YOUR APPLICATION FOR EXAMINATION AND YOU MUST SUBMIT A COPY OF YOUR DD214 SEPARATION PAPERS.** If claiming credit as a Veteran with a disability, submit form 102. **If these documents are not submitted within sixty days of filing your application, your claim will be denied.** "Active duty members of the Armed Forces have the right to request veteran credits prior to discharge. If you are currently on active duty you should check the appropriate box on the application and submit a letter requesting the use of credits with documentation verifying your active duty status: i.e. copy of military ID, military orders, official documents indicating current service, etc." See our website section "Special Rights for Veterans" for details regarding the use of these credits.
Veterans who previously used non-disabled veteran credits for appointment to a position in New York State or local government AND, after his/her appointment, was subsequently classified by the Veterans Administration as a disabled veteran, are now eligible for an award of additional veteran credits. If you are claiming additional disabled veteran credits as a result of the Amendment to Section Six of Article Five of the New York State Constitution effective January 1, 2014, Form 102 **Authorization for Disability Record** and Form 102S **Authorization for Verification of Non-Disabled Veterans Credits Use** must be submitted. Completed forms must be received by the Westchester County Department of Human Resources before an eligible list is established in order to be granted credits on that eligible list.
8. 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 on 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.

HOW TO APPLY

APPLICATION FILING FEE

A \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE NON-REFUNDABLE APPLICATION PROCESSING FEE MUST BE PAID ONLINE USING A CREDIT CARD.

APPLICATION FEES ARE NOT REFUNDABLE. IF YOU ARE DISQUALIFIED FROM OR FAIL TO APPEAR FOR THE EXAMINATION, YOUR FEE IS NOT REFUNDED. THEREFORE, WE URGE YOU TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED.

THE APPLICATION FILING FEE IS SUBJECT TO BEING INCREASED WITHOUT PRIOR NOTICE.

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 Social 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. The fee may also be waived for those who are serving active military duty. Documentation proving eligibility must be submitted with each application. All claims for application fee waivers are subject to verification.

ALTERNATE TEST DAY REQUESTS: The Department of Human Resources periodically receives requests to reschedule candidates for civil service examinations under exceptional circumstances because individuals are unable to participate in the exams on their scheduled dates.

Upon presentation of appropriate documentation, the Department of Human Resources may grant an alternate test date. The granting of alternate test date is at the discretion of the Department of Human Resources. Examples such as the following may be considered as reasons for granting an alternate test date:

- Death in the family or household or attendance at funeral or memorial service.
- Medical illness or emergencies involving the candidate or member(s) of the family.
- Military orders.
- Religious observance (Candidate must submit required form).
- Wedding
- Vacation for which a non-refundable down payment was made before the announcement was issued.
- Required court appearances.

Procedure:

Candidates who have met the criteria may be eligible for one alternate test date. A written request with appropriate documentation justifying the request must be submitted to the Examination Administration Unit. With no exception, alternate test date requests must include documentation verifying the exceptional circumstance which precludes the candidate from appearing. After consideration, the Examination Administration Unit will notify the candidate as to whether or not the request is granted.

APPLICANTS WITH DISABILITIES - If special arrangements for testing are required, please indicate this on your application.

Candidates are responsible for reporting in writing, all changes in name and/or address directly to the "Recruitment and Selection Unit" at the above address. Please include examination number on all correspondence.

Admission cards may not be mailed to candidates until ten days prior to the examination date.

Candidates, who receive disqualification notices and wish to appeal such disqualification, must do so in writing.

WESTCHESTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. It is the policy of Westchester County to provide for and promote the equal opportunity of employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, sex, disability, marital status, sexual orientation, or any other protected status.

www.westchestergov.com/hr

Open Competitive

WESTCHESTER COUNTY CIVIL SERVICE CAREER OPPORTUNITIES

County Service • Westchester Medical Center • Towns • Villages • School Districts
Special Districts • Cities of Peekskill & Rye

Last Filing Date: 8/24/17

Exam #: 67-508

Exam Date: 10/28/17

Date Posted: 8/4/17

JBCL: C3255

STAFF ASSISTANT (CONTRACT MANAGEMENT)

Westchester County

A NON-REFUNDABLE \$40.00 APPLICATION FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. SEE APPLICATION FILING FEE STATEMENT ON LAST SECTION OF ANNOUNCEMENT.

Westchester County is only accepting applications submitted on-line for our civil service examinations. Paper Applications WILL NOT be accepted.
TO APPLY ON-LINE VISIT: WWW.WESTCHESTERGOV.COM/HR

Candidates may use computers available at the Westchester County One-Stop Employment Center, located at 120 Bloomingdale Road in White Plains, or at local libraries in Westchester County to Complete the on-line application. The **NON-REFUNDABLE** application processing fee MUST be paid on-line using a credit card. Visa, Mastercard, Discover, American Express and Pre-paid cards are accepted. Please call (914) 995-2388, if you have any questions.

SALARY

\$48,565 - Starting Salary
\$60,535 - Maximum reached in four additional steps

RESIDENCE

There are no residence requirements to participate in the examination, but preference in appointment may be given to eligibles that have been residents in the appointing jurisdiction for 30 days prior to the examination and at the effective date of appointment.

MINIMUM QUALIFICATIONS

Either (a) a Master's Degree in Accounting, Business Administration, Finance, Economics or closely related field; or (b) a Bachelor's Degree* and one year of experience where the primary function of the position was performing staff or administrative support functions** directly related to fiscal management, contract management or grants management.

SUBSTITUTION: Satisfactory completion of a one year Public Administration Internship in a government agency may be substituted for the one year of experience in (b).

****DEFINITION:** Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review or department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

NOTES: (1) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek. (2) Verified and documented volunteer (unpaid) experience will only be credited when specifically allowed by the job description or examination announcement.

ONLY EXPERIENCE GAINED AFTER ATTAINING THE MINIMUM EDUCATION LEVEL INDICATED IN THE MINIMUM QUALIFICATIONS WILL BE CONSIDERED IN EVALUATING EXPERIENCE.

***SPECIAL NOTE:** Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

ALL CANDIDATES QUALIFYING BY POST HIGH SCHOOL EDUCATION MUST SUBMIT AN OFFICIAL (RAISED SEAL AND SIGNED BY REGISTRAR) TRANSCRIPT(S) TO THIS OFFICE BY DECEMBER 28, 2017 UNLESS ALREADY ON FILE IN OUR OFFICE. IF IT IS ON FILE, PLEASE INDICATE THIS ON YOUR APPLICATION. FAILURE TO SUBMIT THE REQUIRED OFFICIAL TRANSCRIPTS WILL RESULT IN DISQUALIFICATION. YOU WILL NOT RECEIVE A SCORE FOR THIS EXAMINATION.

If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

DUTIES

Under general supervision, an incumbent of this class is responsible for performing administrative support functions related to the development and awarding of contracts for services or equipment. Incumbents assist in the research of product or service specifications, cost, availability and the preparation of bid specifications and/or Requests for Proposals. Additional responsibilities include support to higher level administrators in the process of evaluating contract compliance; monitoring contract funding and maintaining mandated fiscal and programmatic records. Supervision is not a regular requirement of this position. Does related work as required.

VACANCIES

The eligible list established as a result of this examination will be utilized, where appropriate, for filling any current or future vacancies in all agencies under the jurisdiction of the Westchester County Department of Human Resources.

SUBJECT OF EXAMINATION

WRITTEN TEST is designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. Evaluating conclusions in light of known facts** - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.
- 2. 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.

3. Understanding and interpreting tabular material - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. 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. Understanding and interpreting written material - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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.

GENERAL NOTICE TO CANDIDATES FOR ALL CIVIL SERVICE EXAMS

4. Unless otherwise notified, candidates are **RECOMMENDED** 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. You may not bring books or other reference materials to the examination location.
2. If you are filing for examinations offered by other agencies (New York State, another County, Cities of Yonkers, New Rochelle, White Plains, etc.) that are being given on the same date as this examination, you must make arrangements to take all examinations at one test site. You are also required to **complete and return the Cross Filer Form**, available at Westchester County Department of Human Resources, 148 Martine Avenue, Suite 100, White Plains, NY 10601 or download the form at www.westchestergov.com/hr, to this office no less than two (2) weeks prior to the examination date. Failure to provide such information on time may result in disqualification from one or more examinations in this series. **There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.**

Furthermore, if you have applied for both New York State and Westchester County examinations, you must take all examinations at the state examination center. Candidates must take admission notices for all participating examinations on that test date to the state examination center and include all examination numbers on your test materials. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 914-995-2117. **DO NOT CONTACT NEW YORK STATE.**
23. Candidates who fail to receive either their admission notice or final disqualification notice by the Thursday prior to the examination are responsible for calling the Department of Human Resources, (995-2117), for instructions.
24. **ELIGIBLE LISTS** - Lists may be established for a maximum of four years. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement.
25. **FOR COUNTY EMPLOYMENT** - In accordance with Westchester County's comprehensive Drug-Free Workplace Policy and Procedures, and commitment to maintain a safe, alcohol and drug-free work environment, you may be required to submit to a urinalysis and/or blood test.
26. **FOR COUNTY EMPLOYMENT** - If offered employment, you will be subject to the Westchester County Fingerprinting Policy under which your appointment may be conditioned on the results of a fingerprinting investigation.
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www.westchestergov.com/hr