

Promotional

WESTCHESTER COUNTY **CIVIL SERVICE PROMOTIONAL** **OPPORTUNITIES FOR CURRENT EMPLOYEES**

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

Last Filing Date: 8/28/17

Exam #: 77-815

Exam Date: 10/28/17

Date Posted: 8/11/17

JBCL: E0728

MANAGEMENT ASSISTANT **(TAXI AND LIMOUSINE COMMISSION)**

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

\$72,280 - Starting Salary
\$96,355 - Maximum reached in four additional steps

QUALIFYING EXPERIENCE

Immediately preceding the time of examination must have 6 months continuous permanent competitive class status as a Program Specialist (Taxi and Limousine Commission) OR as a Budget Specialist II, as a Westchester County government employee.

Candidates must continue to meet promotional qualifications in order to maintain their standing on the list and be eligible for appointment. If you qualify for the examination based on your status on a preferred list, your name remains active on the list as long as you are on the preferred list

NOTE: Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

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.

Candidates who qualify for this promotional examination may also apply to the open-competitive examination, exam # 61-968, to be held on the same day.

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

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.

SENIORITY: Excluding the first year, points will be added to an eligible score as follows: 1.0 point for each 5 years or fraction thereof of permanent status in the classified service in Westchester County or Appointing Authority (as applicable) from 1 year to 26 years, calculated in years and months, not days. (0-1 year = 0; over 1 year - 6 years = 1; over 6 years - 11 years = 2; over 11 years - 16 years = 3; over 16 years - 21 years = 4; over 21 years - 26 years = 5).

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.

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