

Chemung County/City of Elmira Regional Civil Service Commission

PO Box 588 • 203 Lake Street • Elmira, New York 14902-0588

Examination Notice

HEALTH AND SAFETY COMPLIANCE SPECIALIST – OPEN COMPETITIVE

EXAM #69537

EXAMINATION DATE

January 21, 2017

APPLICATION DEADLINE

December 2, 2016

SALARY: \$45,000 - \$53,000/Yr.

EXAM FEE: There is a \$15.00 non-refundable exam fee. This fee must be paid at the time of application, either by cash, check or money order made payable to “Regional Civil Service Commission”. If your application is disapproved, the fee will not be refunded. You should carefully review the minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Details concerning waiver of application fee are found in the “General Instructions.”

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction, excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RESIDENCY REQUIREMENT FOR EXAM: There is no residency requirement to participate in the exam.

PREFERENCE IN APPOINTMENT FOR RESIDENTS: At the appointing authorities’ request, preference may be given to successful candidates who have been residents of the municipality or district in which appointment is to be made for at least one (1) month immediately preceding the date of certification and at the time of appointment from the resulting eligible list. FOR APPOINTMENT IN SOME JURISDICTIONS, you may be required to become a resident in accordance with law or resolution.

VACANCIES: This examination is being held to fill vacancies, as they may occur in the GST BOCES.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public or Business Administration, Engineering, Labor Relations, Industrial Safety or related field; **or**
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Public or Business Administration, Engineering, Labor Relations, Industrial Safety and three (3) years of experience in health and safety in an organization/workplace; **or**
- C. Graduation from high school or possession of an equivalency diploma and six (6) years of experience in health and safety in an organization/workplace.

SPECIAL REQUIREMENTS:

- A. Possession of NYS certification as an asbestos handler/supervisor and inspector/management planner; and NYS certification in Fire and Building Inspection is required within 12 months from the date of appointment; **and**
- B. Possession of a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

ANTICIPATED ELIGIBILITY: If you expect to complete the college educational requirement by April 21, 2017, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Chemung County/City of Elmira Regional Civil Service Commission. Proof must be submitted by May 12, 2017. Failure to do so will result in removal of your name from the eligible list.

JOB DESCRIPTION: This is work involving responsibility for a comprehensive health and safety program, which protects employees, students, visitors, and the public's use of school facilities. Also, there is responsibility to inspect school facilities in order to identify and eliminate hazardous conditions. The work is performed under the general supervision of the Management Services Center Manager. Does related work as required.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Accident prevention and control, including safety and health programs.** These questions test for knowledge of the principles and practices involved in establishing and maintaining accident prevention and safety programs including such areas as safety inspections and accident investigations, employee safety training and workplace safety, identification and safe handling of hazardous substances, mitigation of unsafe conditions, and proper use of personal protection equipment.
2. **Inspection and interviewing techniques** These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.
3. **Statutory and regulatory requirements relating to occupational health and safety, and building safety** These questions are designed to test the candidates' knowledge of those State and Federal laws, rules and regulations that pertain to worker safety and health practices and building safety. Questions may be drawn from, but are not limited to, the New York State Uniform Fire Prevention and Building Code, Occupational Health and Safety Administration, National Fire Protection Association, Life Safety Standards, and New York State Department of Labor safety and health regulations.
4. **Occupational health and safety including accident prevention and control** These questions test for knowledge of the principles and practices of occupational health and safety, and accident prevention and control, including such areas as causes of accidents, accident rates, behavior and attitudes of workers and supervisors, accident investigations and interviewing techniques, and types of accident prevention and safety programs.
5. **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.
6. **Principles and practices of staff development and training** These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

STUDY GUIDE: 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

PRE-EMPLOYMENT DRUG TEST/BACKGROUND INVESTIGATION: Candidates being considered for appointment may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to pass the pre-employment drug test or to meet the standards for the background investigation may result in disqualification.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: "Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required"

CALCULATORS: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.

EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.

Issued by: Chemung County/City of Elmira Regional Civil Service Commission

Date: 11/02/2016

GENERAL INSTRUCTIONS

Applications: A regular application form must be filed for each separate examination. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved. There is a \$15.00 non-refundable exam fee (the fee for Uniformed Protective Services exams is \$20.00). The fee must be paid at the time the application is filed and must be paid in cash, check or money order, made payable to the Regional Civil Service Commission. There is a \$30.00 fee for returned checks with non-sufficient funds. Before filling out your application, read carefully the announcement for this examination. When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing. Applications postmarked after midnight of the "Last Filing Date" will not be considered eligible for this examination.

Waiver of Exam Fee: The exam fee may be waived for the following reasons:

- You are unemployed and primarily responsible for the support of your household.
- You are receiving financial assistance from the Department of Social Services. Applications and Waiver of Application Fee forms are available at the Chemung County/City of Elmira Regional Civil Service Commission, P.O. Box 588, 203 Lake Street, Elmira, New York 14902-0588. Telephone: (607) 737-2915. When submitting your waiver form, please provide proof of eligibility, such as a check stub or benefit card.

Qualification Process: Upon review of applications, candidates will either be disqualified or conditionally approved. Disqualified candidates will be afforded the opportunity to submit facts in opposition to disqualification. Statements in the applications of conditionally approved applicants may be investigated at a later date. The Regional Commission may refuse to certify an eligible after examination pursuant to Section 50.4 of Civil Service Law who is found to lack any of the established requirements for admission to the examination or for appointment to the position for which he applies. No person shall be disqualified pursuant to this subdivision unless he has been given a written statement of the reasons therefore and afforded an opportunity to make an explanation and to submit facts in opposition to such disqualification.

Admission to the Exam: Accepted candidates will receive an admission letter which tells when and where to appear for the exam. No one will be admitted to the examination without the official admission letter. If an application is rejected, a disapproval letter will be sent to you. The Regional Civil Service Commission does NOT make formal acknowledgment of the receipt of an application; however, you should contact the Regional Civil Service Commission if you do not receive a notice within three (3) days of the examination informing you whether or not you are to be admitted to the examination.

Multiple Exams on the Same Day: Qualified candidates may take a combination of examinations being given on the same date. Prior to submitting applications for multiple exams, you may check with the Civil Service office for the maximum time allowance to complete all of the exams.

Religious Accommodation: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the area on the examination application (page 1, C) "Religious Accommodation". We will make arrangements for you to take the test on a different date.

Veterans' Credits: Veterans and disabled veterans desiring to claim additional credit must submit veteran's credit forms prior to the establishment of the resulting eligible list. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Active members of the armed forces must provide proof of military status to receive conditional credit. Further information and applications are available at the Regional Civil Service Commission office.

Additional Credit for Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. 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.

Failing Examination/Failure to Appear: Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.

Eligible Lists: Unless otherwise specified, the final rank order of the eligible list established, as a result of this exam, will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will remain in force for at least one (1) year and may be extended by the Regional Civil Service Commission for a maximum of four (4) years.

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

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