



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAM ANNOUNCEMENT
Principal Social Services Program Examiner
#70002490 [PROMOTIONAL]

**YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR
PRINCIPAL SOCIAL SERVICES PROGRAM EXAMINER (EXAM #70002490)**

Type of Appointment:	Permanent	Rate of Pay:	\$27.64/hour
Position Status:	Full Time		
Classification:	Competitive		
Location:	County	Contract:	CSEA, Group XI
Department:	Social Services		
Vacancies:	The resulting eligible list will be used to fill current/future vacancies which may occur.	Exam Date:	January 18, 2025
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	October 8, 2024	Application Deadline:	December 17, 2024

SCOPE OF EXAMINATION

Ensuring effective inter/intra agency communications:

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

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.

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.

Administrative supervision:

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

Administrative techniques and practices:

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

Calculator: Allowed

Test 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

PRINCIPAL SOCIAL SERVICES PROGRAM EXAMINER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, coordinating, supervising and managing the performance and activities of a group of employees, a unit or section depending upon the organizational structure of the agency. Duties, though similar to those of a Senior Social Services Program Examiner, are broader in scale, are performed with more independence and involve a greater variety of related functions and the exercise of supervision over a greater number of subordinates. The work is performed under general supervision according to prescribed policies and procedures. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Assists in the formulation of local policies and procedures which relate to the financial eligibility for the various programs administered by the local social services district;
- Interprets Federal, State and local policies and programs as they relate to financial eligibility;
- Plans, coordinates, supervises and manages the activities within assigned areas of responsibility;
- Established necessary controls for determining staff performance and makes necessary performance evaluations;
- Reviews recommendations made by lower level examiners and approves or disapproves them; Approves referral of clients to social service section for services;
- Maintains cooperative relationships with other units and sections of the agency, through administrative channels;
- Maintains contact with community groups and other agencies in area of responsibility;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State and local social services laws and programs as they affect eligibility for financial assistance and money payments;

Thorough knowledge of agency's overall programs, policies and procedures;

Good knowledge of other laws and program which may affect eligibility;

Such as Workmen's Compensation, Social Security, Unemployment Insurance;

Good knowledge of modern principles of supervision;

Ability to communicate and deal effectively with others;

Ability to plan, coordinate, manage and supervise the work of others and to evaluate their performance;

Ability to prepare reports;

Initiative;

Tact;

Sound judgment;

Leadership;

Emotional maturity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Possession of an Associate's Degree or higher; **AND** two (2) years permanent competitive status in a lower level title; **OR**
- b) Possession of a high school diploma or possession of a high school equivalency diploma; **AND** five (5) years of experience in examining, investigating or evaluating claims for assistance, such as veterans or unemployment benefits or similar programs operating according to established criteria for eligibility, or clerical experience; **AND** two (2) years of which were performed in a lower level title.

SPECIAL NOTE – EDUCATION:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement

agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**