



ORLEANS COUNTY CIVIL SERVICE CASE MANAGER (PUBLIC HEALTH)

John C. Welch, Jr.
Personnel Officer

#69-125

OPEN COMPETITIVE

WRITTEN EXAMINATION DATE: **May 13, 2017**

LAST FILING DATE: **March 29, 2017**

VACANCIES: The eligible list which will result from this examination will be used to fill a vacancy in the County of Orleans.

SALARY: As per Orleans County CSEA contract.

RESIDENCE: Candidates must have been legal residents of Orleans County for a least one month immediately preceding the date of the written test.

DUTIES: The incumbent performs case management activities for children with special health care needs. Case management functions are determined by the child's family's circumstances and therefore, are determined specifically in each case and with the family's involvement. The work involves assisting families to identify and obtain available and appropriate services as well as conduct intake assessment and referral activities. Does related work, as required.

MINIMUM QUALIFICATIONS: EITHER:

- A.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in human services, psychology, sociology, education, counseling or a closely related field; **OR**
- B.) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree with 18 credit hours in psychology, sociology, education, counseling, or human services related courses and one (1) year equivalent paid or volunteer experience in a human service setting involving client contact; **OR**
- C.) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in human services, psychology, sociology, education, counseling, or a closely related field, and two (2) years equivalent paid or volunteer experience in a human service setting involving client contact; **OR**
- D.) Graduation from a regionally accredited or New York State registered college or university with an associate degree with 18 credit hours in psychology, sociology, education, counseling, or human services related courses and three (3) years equivalent paid or volunteer experience in a human service setting involving client contact.

Special Requirements: Possession of a valid New York State driver's license appropriate to the vehicles operated for the duration of the appointment or otherwise demonstrates their ability to meet the transportation needs of the job at the time of appointment.

NOTE: An original transcript is needed for all degrees

Use of calculators is ALLOWED

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

1. Caring for Children with Special Needs

These questions test for knowledge and understanding of children who have chronic physical, developmental, behavioral, or emotional conditions. Questions may cover such topics as care and treatment of children with special needs; managing and interacting with children with special needs; causes, symptoms, and effects of

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disabilities in children; normal behavior and behavioral problems; programs and support services for children with special needs; helping families adjust to living with and supporting a child with special needs; and providing for the safety, health, and personal growth of children with special needs.

2. Child Development

These questions test for knowledge and understanding of child development. Questions may cover such topics as psychological, social, and biological influences on a child's personality; family socialization; parent-child relationships; self-concept; normal and abnormal behavior; causes of problem behavior; influence of peers; educational and recreational activities; and the role of social interaction on cognitive development.

3. Fundamentals of Child Care

These questions test for basic knowledge and understanding of the principles and practices of providing proper care to children. Questions may cover such topics as care, safety, nutrition, health, growth, and behavior of young children; parenting skills and resources that are available to help parents; and programs that promote the healthy development of children.

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.

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

Use of calculators is ALLOWED

GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Orleans County Civil Service Office, County Administration Building, 14016 Route 31 West, Albion, NY 14411. Applications should be filed as soon as possible after the announcement of the examination. In writing for the application form and information, SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. An incomplete application may be disapproved.

2. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without official admittance card. If an applicant is rejected, due notice will be sent. The Civil Service Office does not make formal acknowledgment of the receipt of an application. Call the Civil Service Office if you have not received your notice three (3) days before the date of the test.

3. Unless otherwise stated, all candidates are required to be legal residents of Orleans County for one (1) month immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

4. For purpose of claiming veteran's credits on a Civil Service Examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

World War II - Dec. 7, 1941 - Dec. 31, 1946

Korean Conflict - June 27, 1950 - Jan. 31, 1955

Viet Nam Conflict - Feb. 28, 1961 - May 7, 1975

Persian Gulf Conflict - August 2, 1990 - the date upon which such hostilities end.

Lebanon - June 1, 1983 - Dec. 1, 1987

Grenada - Oct. 23, 1983 - Nov. 21, 1983

Panama - Dec. 20, 1989 - Jan. 31, 1990

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Credit for Lebanon, Grenada and Panama will be limited to those who received the armed forces expeditionary, the navy expeditionary medal, or the Marine Corps expeditionary medal.

Veterans: Any candidate claiming veterans' credit or disabled veterans' credit must file their application for examination a **certified copy** of their Honorable Discharge from the Armed Forces of the United States. Veterans claiming disability credits must file Form VC-3. All candidates filing veteran's credits must file form VC-1.

NOTE: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

5. Verification of Qualification: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment.

6. PASSING MARK: Passing mark for examination is 70.

7. Eligible lists will be established in the order of final rating for successful candidates and will be established for a period of one (1) year unless exhausted prior to that date. Lists may be extended by the Personnel Officer not to exceed four (4) years. The eligible list resulting from this examination will be used to fill present and future vacancies in this title.

EXAM FEE: A **\$20.00** check, money order or cash must accompany the application for examination. The check is to be made payable to Orleans County Civil Service. Write the examination title and number on your check or money order. **REFUNDS OF FEES WILL NOT BE ISSUED TO APPLICANTS WHO ARE DISQUALIFIED FOR NOT MEETING THE MINIMUM QUALIFICATIONS FOR ADMITTANCE TO THE EXAMINATION OR WHO DO NOT APPEAR FOR TESTING ON THE SCHEDULED TEST DATE.** Therefore, be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee.

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 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. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.

The "Request for Application Fee Waiver and Certification" may be obtained at the Orleans County Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-3184 or 589-2793.

This examination will be 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 Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

APPLICATIONS: Information and applications may be obtained at the Department of Personnel, Orleans County Administration Building, 14016 Route 31 West, Albion, NY 14411. Telephone 589-2793 or 589-3184. If you wish to have an application mailed to you, send a self-addressed stamped envelope.

Examination to be held at the Albion High School, 302 East Avenue, Albion, NY 14411.

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APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DAY - If you have applied for any other Civil Service

examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all your examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 no later than two weeks before the test date.

If you have applied for other local government examinations, 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. For this examination call (585) 589-3184 or (585) 589-2793 or write to Orleans County Personnel Office, 14016 Route 31 West, Albion, NY 14411.

APPLICANTS: Please contact this office five (5) days prior to the examination if you have not been notified by us, as to your eligibility to participate in this examination.

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 box under “Religious Accommodation”. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled Candidates – If special arrangements for testing are required, indicate this on your application form.

Military Members – A person serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or a person who has been honorably discharged after an examination filing period shall be permitted to file an application for such examination no later than 10 business days prior to the scheduled examination date or the last date to file for such examination, whichever is later.

Applications must be postmarked or filed by the closing date for this examination. **CANDIDATES MUST RECORD THE EXAMINATION NUMBER AND TITLE ON THE APPLICATION.**

NOTICE TO CANDIDATES

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 similar devices are prohibited.



John C. Welch, Jr.
PERSONNEL OFFICER

ISSUED: 1/24/2017

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