

TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Commissioner of Social Services

SALARY: Range from \$106,475 to \$115,669

LOCATION: Department of Social Services

TYPE OF EMPLOYMENT: Full-time, Non-Competitive

ISSUE DATE: 05/12/17

THE FINAL DATE TO FILE APPLICATIONS: 07/14/17

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 07/15/17

RESIDENCY WAIVED

LOCATION OF POSITION/VACANCIES:

Tompkins County is seeking an experienced human services professional for the position of Commissioner of Social Services, a vital leadership role which serves as the chief executive officer for a social services district of the State, responsible for administering public assistance and care as defined in the Social Services Law.

Position Overview:

The Commissioner is accountable for the effective and efficient client-centered operations of a large department employing 185 staff in numerous divisions, including: Public Assistance; Child Protective Services; Adult Protective Services; Family Treatment Court; Child Support Enforcement; Supplemental Nutritional Assistance Program; Low Income Home Energy Assistance Program; Medicaid; and many others. The mission of the department is to maintain a high standard of excellence in the provision of benefits and services meant to sustain families and individuals and to assist them in achieving independence.

The Commissioner serves as an ambassador for the county, working in partnership with the County Administrator, County Legislature and other key leaders to foster strong relationships with community stakeholders to establish effective communication for the purpose of developing a diverse, respectful, inclusive climate for employees and the public, and to provide client-centered programs and services. The Commissioner is a member of the organization's most senior executive group, i.e., Department Heads, who along with the County Administrator and the County Legislature collectively ensures the well-being of County operations. Therefore, the Commissioner role will support a number of County priorities, such as the County Compliance Committee and Workforce Diversity and Inclusion Committee.

Tompkins County recognizes inclusion as encompassing a culture change that results in a welcoming atmosphere for residents and staff from diverse backgrounds and with diverse attributes, and that creates organizational effectiveness in the way county government provides opportunities, services, interaction, communication, information, and decision-making to leverage the potential of its diversity. In that spirit, as a leader in the county organization, the Commissioner will be expected to incorporate inclusive practices into all aspects of this role. For more information regarding the County's commitment to diversity and inclusion visit our website, <http://www.tompkinscountyny.gov/workforcedi>.

A successful candidate must be able to demonstrate strong business acumen, sound fiscal management, leadership development and teambuilding skills, as well as the ability to cultivate community partnerships and leverage resources to achieve success in attaining established goals, and set the standard for service excellence.

Commissioner of Social Services

Pay Range: \$106,475 to \$115,669

We offer a competitive benefit package which includes health and wellness plans, leave and fringe benefits, enrollment in the New York State and Local Retirement System pension plan, and more.

In accordance with New York Social Services Law, the successful candidate for this position shall be appointed for a term of five (5) years.

Position Qualifications and Requirements: The qualifications for this position are established by Social Services Law, and all appointments to the position of Commissioner of Social Services must be approved by the State Commissioner of Social Services. (Source: 18 NYCRR, 679.10, Section 17 of Social Services Law).

Residency Requirement: Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County throughout employment. A reasonable period of time, not to exceed six months after the date of appointment, will be allowed to attain residency.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four-year college or university with Bachelors Degree **AND EITHER:**

- (a) Six years of satisfactory full-time paid experience in a health, education or social agency, four years of which must have been in a satisfactory administrative or supervisory capacity; **OR**
- (b) Six years of responsible full-time paid experience in an administrative or management position, where there is responsibility for planning, directing and coordinating the work of a substantial staff working in several units or performing several separate functions; **OR**
- (c) Experience as a local social services commissioner: Each year of experience as a chief executive officer of a social services district, within six years immediately preceding the date on which appointed, shall be the equivalent of two years of the above prescribed experience; **OR**
- (d) Post graduate training: Post-graduate study in a regionally accredited or New York State registered college or university specifically in social work, public administration, hospital administration, educational administration or business administration, shall be the equivalent , on a year for year basis up to two years, of the above prescribed experience. However, no such post-graduate training, shall be the equivalent of the four years of administrative or supervisory experience required in (a)above.

APPOINTMENT TO THE POSITION: Appointments to the title of Commissioner of Social Services shall be for a term of five years, pursuant to New York State law and the Tompkins County Charter and Code. Appointments are subject to the approval of the New York State Offices of Temporary and Disability Assistance. The position is in the non-competitive class of civil service. No civil service test is required.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The Commissioner of Social Services is charged with the responsibility for administering public assistance and care as defined in the Social Services Law. In discharging this responsibility, the Commissioner must organize, direct and coordinate the work of all employees, both professional and non-professional, in the social services department to achieve the effective and efficient operation of the multiple programs undertaken by the department. The Commissioner has complete control over department operations and the direction of personnel subject to financial limitations imposed by the local legislative body and the Rules and

Regulations of the State Offices of Temporary and Disability Assistance, Health, Labor, and Children and Family Services. Oversight of all Departmental programs, such programs include for example, welfare benefits, child protective services, child welfare, adult protective services, Medicaid, employment services, child support, and homeless services. Major objectives of the Commissioner and the department are to provide adequately for those unable to maintain themselves and to administer such care, treatment and service as may restore such persons to a condition of self-support. An additional objective is to give such service to those liable to become destitute as may prevent the necessity of their becoming public charges. The work is performed under the administrative direction of the County Administrator. Supervision is exercised over the work of all department employees. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Is responsible for all phases of the public welfare program, including planning, organizing, directing and coordinating the work of the various units of administration for efficient and effective operation;
- Has charge of financial planning, including preparation of budgets, maintenance of fiscal controls and submission of required reports to the local legislative body and state board;
- Determines personnel requirements, and is responsible for the appointment of staff in compliance with State law and Local Civil Service Rules;
- Oversees the organization and administration of a comprehensive and effective staff development program, including in-service training and appropriate use of other educational resources;
- Cooperates with representatives of the state offices of Temporary and Disability Assistance and Children and Family Services, as well as the state departments of Health and Labor in the operation and development of the local social services district program, and directs the preparation and submission of required reports to these state departments;
- Is responsible for the public relations of the social services district, and for the interpretation of the public welfare program to the community;
- Cooperates with other agencies, public and private, officials and citizens in planning for community service;
- Evaluates social, economic, and legislative trends and reviews as a basis for determining the need for revisions in or additions to established department programs and services investigates and settles major complaints, grievances or requests from the public, employees, and agencies in the community.
- Controls expenditures through budget planning, financial reports and special studies.
- Serves in a leadership ambassador for the county and serve along with the County Administrator and other department heads, collectively ensure the health and well-being of County resources, employees and service recipients.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of Federal, State and local public welfare laws, rules and regulations;
- Comprehensive knowledge of modern principles and practices of social case work and public welfare administration;
- Good knowledge of modern principles and practices of public administration;
- Ability to demonstrate business acumen, inclusive of ability to effectively communicate with all functional areas in the organization, fiscal management skills, leadership/workforce development skills and the ability to develop and share a vision.
- Ability to articulate experience and commitment to cultural competency and cultural fluency. Inclusive of the following knowledge, skills and attributes: valuing and leveraging diversity; cultural self-awareness; understanding the dynamics of difference and equity; conflict and change management skills; communicating across difference; cultivating respectful, inclusive and safe environments.
- Ability to develop and foster strong relationships with community stakeholders and agencies, internal and external to the county, to anticipate competing influences and mitigate our inability to be successful at attaining our goals.
- Ability to build partnerships within local networks of community leadership to develop best practices and cultivate diverse and inclusive programs that is a standard for excellence in service for the county.
- Ability to plan, coordinate and supervise a wide variety of social services activities on a large scale; Ability to prepare complex written and oral reports clearly and concisely;
- Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;
- Ingenuity and resourcefulness in solving administrative problems;
- Good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally Created 01/01/69

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850