TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

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

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TITLE: Human Resources Coordinator (NCP)

EXAM NO: 70018900

SALARY: $60,000 - $75,000/year

TYPE OF EMPLOYMENT: Full Time

EXAM DATE: 03/28/26

ISSUE DATE: 01/20/26

THE FINAL DATE TO FILE APPLICATIONS: 02/19/26

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 03/29/26

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

THE USE OF A QUIET HAND HELD CALCULATOR WILL BE RECOMMENDED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Human Resources Coordinator located at Tompkins-Seneca-Tioga (TST) BOCES. The eligible list resulting from this examination may be used to fill any appropriate full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.

QUALIFYING EXPERIENCE FOR TAKING THE NON-COMPETITIVE PROMOTIONAL EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

Special Requirements:

Notary Public License required within 6 months of appointment.

Certification by Human Resources Certification Institute (Society For Human Resources Management, either PHR or SPHR) is desirable within 24 months of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a managerial position where the incumbent manages personnel policies, recruitment activities including advertising, online postings, and community recruitment events, orientation programs, offboarding processes, a variety of records and reports including but not limited to salary increases, medical leaves, attendance reporting, unemployment claims, and longevity increments. This position involves responsibility for managing a variety of personnel information and employee benefits programs. The incumbent advises employees about salary, terms and conditions of employment, benefits, including FMLA, short-term disability, health insurance, Workers Compensation, retirement systems, Social Security/Medicare, the employee Assistance Program, COBRA, and flexible benefits. Work is performed under the general supervision of the Assistant Superintendent with wide leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates civil service reporting activities, acting as liaison with County Personnel Office;
- Assists in the formulation and implementation of various contracts, policies, and procedures;
- Completes various periodic reports and forms required by Department of Labor, internal and external auditors, and internal partners;
- Calculates and manages credited service time and wage computation for retirees when necessary;
- Completes requests for wage and employment verification for banks and other lending institutions;
- Manages computerized data base of employee attendance and provides regular notification to all employees of accumulated and extended sick, family and personal business leave;
- Provides comparative salary and benefit data for administrators and various surveys and reports;
- Processes all unemployment insurance claims, receives, checks accuracy of data and provides all necessary data to allow benefit payment by Department of Labor;
- Provides individual orientation for all employees to review benefits;
- Manages the collection, tabulation and maintenance of statistical data for various reports;
- Conducts all staff exit interviews and manages offboarding processes;
- Manages confidential materials regarding employee wages and benefits for negotiations purposes;
- Create and manage attendance training for staff attendance clerks;
- Manage the classification of exempt and non-exempt positions for compliance with Department of Labor;
- Implement and manage HR check-ins with new staff (3, 6 & 9 month) in an effort to increase retention;
- Prepares salary and benefit notices for all employees;
- Provides information to and assists departments regarding personnel benefits;
- Corresponds with the NYS Teachers' and NYS Employees' Retirement Systems as necessary;
- Maintains a computerized personnel data base;
- Assists employees in understanding the terms and conditions of employment as specified in negotiated agreement with major bargaining units;
- Manages all recruitment efforts including posting vacancies, receives all employment applications, maintains active files, and distributes appropriate applications to individual departments for review;
- Maintains professional relationships with administrators to assist in mediating personnel related problems and develop improved labor relations;
- Develops vacancy notices and provides all advertising for vacancies to appropriate colleges, newspapers, professional journals, and employment agencies;
- Coordinates the work of any administrative services part-time, temporary personnel;
- Provide Human Resources support to other districts as requested in regard to onboarding, offboarding, attendance tracking and retirement enrollments;

- Serve as back up to the Employees Benefit Manager to:
    - Coordinate health insurance, retirement, social security, unemployment benefits for employees, retirees and survivors;
    - Process new employees into group;
    - Enroll employees into elected benefit options;
    - Advise dependents and survivors of continuation rights as necessary;
    - Maintain records of all personnel changes which affect monthly bills from carrier and follows up with carrier and/or providers on difficult cases;
    - Coordinate COBRA program for employees and qualified dependents to enable continuation of health coverage;
    - Coordinate work with health insurance and workers' compensation carriers to assure accurate data which might affect experience ratings and/or premiums;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of salary and employee benefit programs;
- Good knowledge of policies and procedures related to health, dental, and prescription program benefits, coverage, and billing procedures;
- Good knowledge of provisions, principles, and applications of negotiated agreements with employee bargaining units;
- Good knowledge of office terminology, procedures and equipment;
- Good knowledge of business arithmetic and English;
- Ability to understand and interpret laws, rules, and regulations pertaining to employee salary and benefits;
- Ability to understand and interpret complex written materials;
- Ability to communicate effectively, both orally and in writing;
- Ability to prepare and maintain records and reports;
- Ability to take and transcribe dictation;
- Ability to operate an alphanumeric keyboard for word processing, spreadsheet, database or other computer applications;
- Tact, courtesy, and good judgment are required.
- The employee’s physical and mental condition shall be commensurate with the demands of the position.

Originally created 6/2025

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Complete Scope of the Examination and Expanded Subtest Descriptions:

Advising and interacting with others

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

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.

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**.

Public personnel administration (PAP)

These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance and other employee benefits

These questions test the ability to read, interpret, and apply these laws, policies, and procedures. You will be provided with brief reading selections, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge is required.

Recruitment, selection and placement

These questions test for knowledge of planning and implementing programs to hire employees for public sector titles and occupational fields. Questions may cover such areas as determining personnel needs; analyzing job content; ordering examinations; recruitment; and interviewing.

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.

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.â’

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