

**BEFORE APPLYING FOR THIS EXAM,  
PLEASE READ THIS IMPORTANT INFORMATION:**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER  
CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.**

The application review fee is **NON-REFUNDABLE**. You will **NOT** receive a refund if your application is disapproved.

**HOW TO APPLY FOR THIS EXAM:**

**STEP 1:** **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.

**STEP 2:** **Submit a Civil Service application.** Go to: [mycivilservice.cayugacounty.us/exams](http://mycivilservice.cayugacounty.us/exams) and click on the "APPLY" button next to the title of the exam for which you are applying. Your application must show that you meet the minimum qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).

**STEP 3:** **Submit the application review fee.** We accept credit cards, checks, money orders, or cash. If paying with a check or money order, make payable to CAYUGA COUNTY. If paying with a credit card, please note that there will be a \$3.00 service fee.

**AFTER YOU APPLY:**

Approximately 5 DAYS before the exam date, approved candidates will receive an Admission Notice which will specify the exam time and location. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 DAYS of the exam date, contact our office at 315-253-1284.

**CELL PHONE POLICY:** Cell phones, "Fitbits", smart watches, and all electronic or cellular devices are **NOT** allowed inside the building where the exam is held. Please leave these devices in your vehicle when you attend an exam. A violation of this policy may result in your disqualification.



**Cayuga County Department of Human Resources  
and Civil Service Commission**

County Office Building, 2<sup>nd</sup> Floor  
160 Genesee Street  
Auburn, NY 13021

Phone: (315) 253-1284

Email: [civilservice@cayugacounty.us](mailto:civilservice@cayugacounty.us)

Website: [cayugacounty.us/civilservice](http://cayugacounty.us/civilservice)

Fax: (315) 253-1084

**REVISED EXAM ANNOUNCEMENT (Promotional Qualifications changed 4-18-19)**

**PROMOTIONAL EXAM  
(Open to Qualified Employees of Cayuga County Department of Social Services)**

**Senior Social Welfare Examiner**

Exam to be held on: [Saturday, June 22, 2019](#)

| <u>Exam Number</u> | <u>Application Review Fee</u> | <u>Application &amp; Fee Deadline</u> |
|--------------------|-------------------------------|---------------------------------------|
| PPM# 73215         | \$15 (non-refundable)*        | Wed., 5-1-19<br><b>(By 5:00 p.m.)</b> |

\* **All application review fees are NON-REFUNDABLE.** It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

**APPLICATIONS & FEES WILL NOT BE ACCEPTED AFTER CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.**

**PROMOTIONAL QUALIFICATIONS:**

This exam is being offered promotionally to current employees who have served continuously with permanent status for at least 4 years (immediately preceding the exam date) as a [Human Services Examiner](#) in the Cayuga County Social Services Department.

**SALARY RANGE:** \$41,853 - \$47,127 (Grade 17, CSEA)

**VACANCIES:** The promotional eligible list established as a result of this exam will be used to fill vacancies as they occur only at the Cayuga County Department of Social Services.

**DISTINGUISHING FEATURES OF THE CLASS:** Depending on the examining workload and the organizational structure of the agency, supervises a group of examiners, or a unit, or the eligibility section; or validates a sample of the determinations for assistance under programs administered by a local social services district. Does related work as required. This is an experienced worker who can assume responsibility for:

Supervision of a group of workers establishing financial eligibility for the various programs administered by the local social services district;

- (1) Supervision of a unit within the eligibility section;
- (2) Supervision of an entire section responsible for establishing financial eligibility; or
- (3) Verification including field review of a sample of the initial financial eligibility determination.
- (4) The role that this individual assumes depends upon the workload and organizational structure of the agency. Work is performed under supervision of a higher level social welfare examiner.

**SUBJECTS OF EXAMINATION:** A **WRITTEN TEST** designed to evaluate knowledge, skills and/or abilities in the following areas:

**1. Interpreting and applying written Social Welfare program materials, and using basic arithmetic in determining eligibility for assistance:** You will be presented with written passages related to Social Services policies and procedures and be asked to interpret their meaning and/or apply this material to hypothetical case situations. Secondly, you will be given sets of written instructions and regulations regarding such Social Services programs as cash assistance, medical assistance, and Supplemental Nutrition Assistance Program (SNAP) benefits. You must read and understand the instructions given, including schedules of arithmetic figures, and apply these instructions to hypothetical case problems. Some questions require using arithmetic to compute the correct amount of assistance. Previous knowledge of Social Services programs or the eligibility process is not required.

**2. 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.

**3. Supervision:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**4. Interviewing:** You must apply principles and techniques of interviewing to such problems as asking and answering questions, explaining requirements and helping the client understand his or her responsibilities, helping the client feel at ease, structuring and controlling the interview, reacting appropriately to inconsistencies, dealing with a variety of feelings of clients, maintaining confidentiality, and identifying the need for and making appropriate referrals. In addition, some questions may deal with contacting or interacting with other community organizations and agencies to benefit the client or the general public.

**STUDY GUIDE:** A Guide for the Written Test for Social Welfare Examiner is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**USE OF CALCULATORS: ALLOWED.** 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.

**PROMOTIONAL EXAMINATION SCORING NOTE:** Under a scoring formula established by the NYS Dept. of Civil Service, this examination will be **BAND SCORED**. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score", from which the final band score is determined. This is a change from the previous practice of adding seniority credits to the final score.

**SENIORITY CREDITS:** Points will be added to an eligible score as follows: 1 point for each creditable five-year period:

| <b>Years</b>                 | <b>Points</b> |
|------------------------------|---------------|
| Less than 1 year             | 0 Points      |
| 1 year up to 6 years         | 1 Point       |
| Over 6 years up to 11 years  | 2 Points      |
| Over 11 years up to 16 years | 3 Points      |
| Over 16 years up to 21 years | 4 Points      |
| Over 21 years up to 26 years | 5 Points      |

**PREFERRED LISTS:** Any person, otherwise meeting the requirements for an exam who was **laid off** from an agency for which the exam is being held, and whose name is presently on a **Preferred List**, is eligible to compete in the exam. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the municipality.

**CAYUGA COUNTY JURISDICTIONS:** The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

**PRE-EMPLOYMENT DRUG TESTING:** Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

**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.

**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.

**SECTION 23.2:** This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

**APPLICATION FEE WAIVER:** An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. You may obtain the waiver request form on our website at:  
<http://www.cayugacounty.us/portals/0/civilservice/forms/applicationfeewaiverrequest.pdf>.

**THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application.

**Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

**VETERAN'S CREDIT:** If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** You may download these forms from our website at:  
<http://www.cayugacounty.us/portals/0/civilservice/forms/CY114.pdf>. In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

**ADDITIONAL CREDITS ALLOWED 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.

**ELIGIBLE LIST:** The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

**CHANGE OF ADDRESS:** If you move, it is your responsibility to notify the Civil Service Office of your new address.

The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

**CROSS-FILING INSTRUCTIONS:**

**LOCAL-TO-LOCAL:** If you have applied for other local government exams, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the exams. 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 exams.

**LOCAL-TO-STATE:** If you have applied for both State and local government exams, you must notify the local civil service agency(ies) of your intent to take both a State and a local government exam. When taking both a State and a local government exam, you will be required to take all of your exams at a State examination center. You will be advised by letter when and where to report for your exams.

**WEATHER EMERGENCY / EXAM CANCELLATION:** Listen to your local TV/Radio stations for information.

**TV Stations:** WSTM (Channel 3), WSYR (Channel 9).

**Radio Stations:** WNYR (98.5), WFLK (99.3), WFSW (1110), WGVA (1240), WCGR (1550), WAUB (1590).