

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES  
AN OPEN COMPETITIVE EXAMINATION  
A \$15.00 NON-REFUNDABLE FEE IS REQUIRED**

**Exam Title: HUMAN RESOURCES GENERALIST**

**Exam #: 66776**

**Date of Examination: October 1, 2022**

**Last Date for Filing: August 22, 2022**

*(Applications must be submitted or postmarked by the last date for filing)*

**Job Title: Human Resources Generalist** - This examination is being held to establish an eligible list and fill future vacancies for the Troy School District.

**Troy School District, Salary \$60,000** - Candidates must have been a legal resident of Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady or Washington Counties for at least one month immediately preceding the date of this examination.

**Typical Work Activities:** (Illustrative Only)

- Partners with employees and management to administer and communicate various Human Resources policies, procedures, laws, standards and government regulations. Ensures legal and ethical compliance with state and federal laws.
- Answers employee questions concerning various human resource transactions pursuant to the individual's collective bargaining agreement and applicable employment laws including payroll, benefits, leave of absence and workers' compensation among others;
- Able to maintain the highest degree on confidentiality and professional discretion and assist with collective bargaining, contract and personnel administration;
- Able to multi-task, communicate progress and meet deadlines;
- Ensures compliance with all applicable federal and state laws, including FLSA, ADA, FMLA, TITLE IX, COBRA, HIPAA among others;
- Assist with facilitating HR related training and annual Performance Review process;
- Resolves human resource transaction discrepancies including unusual or difficult issues and escalates them as appropriate;
- Prepares original correspondence to employees, human resources vendors and other clientele on a variety of issues;
- Prepares Civil Service and Unemployment paperwork and correspondence;
- Processing information pertaining to various other human resources transactions including, but not limited to, recruiting, grievance handling, unemployment insurance, benefits programs, and workers compensation;
- Participates in the implementation and upgrades of new software systems pertaining to human resources information;
- Trains new employees and departmental users on the use of human resources information systems and processes;
- Develops and makes recommendations to improve efficiencies in the office;
- Prepares reports using computer-based application to create spreadsheets, manipulating data as needed;
- Maintains electronic and hard copy files and records as required;
- Assists in the development of human resource processes and procedures
- Provides back-up to other Human Resource staff;
- Performs other duties as assigned consistent with the goals and responsibilities of this position and as directed by the Director of Human Resources and his/her designee.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the examination:

A) Graduation from a regionally accredited or New York State Registered College or University with a Master's Degree and two years of full-time paid professional human resources experience;

**OR**

B) Graduation from a regionally accredited or New York State Registered College or University with a Bachelor's Degree and four (4) years of full-time paid professional human resources experience.

**ANTICIPATED ELIGIBILITY:** If you do not presently meet the minimum education requirements, but expect to meet them by April 1, 2023, you will be allowed to sit for the examination, but will not be certified for appointment until you have submitted proof of completion to the Troy Civil Service Commission. When filing for the examination, you must notify the Commission in writing that you are filing under ANTICIPATED ELIGIBILITY and when you will meet the requirements. Proof must be submitted by July 1, 2023. Failure to do so will result in removal of your name from the eligible list.

**SUBJECTS OF EXAMINATION:** There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

1. **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.
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. **Administering a negotiated labor agreement** - These questions test for a knowledge of labor/management issues relating to the administration of a negotiated labor agreement and the ability to interpret and apply the terms and conditions of the agreement. Questions may cover such areas as dealing with representatives of employee unions, employee grievances, disciplinary actions, arbitration, employee leave policy, performance evaluations, training,

employee assistance programs, health and safety matters, layoff procedures, health insurance benefits, and salary adjustments.

4. **Public personnel administration** - 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.

**The use of calculators is RECOMMENDED for this examination.**

**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>.

**CSL §23-2:** This exam is being 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 NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

**APPLICATION/APPLICATION FEE:** A **\$15.00 NON-REFUNDABLE** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment will be accepted in the form of a check, money order, or cash. Make check or money order payable to **Troy Civil Service Commission**. Applications and payment may be filed in person during business hours (Monday-Friday 8:30am-4:30pm), or by mail to the **Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180**. Write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL**. Payment forms returned for insufficient funds will be assessed an additional \$25 NSF fee.

Application forms may be obtained on line at [www.troyny.gov](http://www.troyny.gov) or at the Troy Civil Service Commission Office.

**Applications received/postmarked after the filing deadline will not be accepted.** Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those exams for which you clearly qualify. The Troy Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

*Exception to Fee Requirement* - A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. To request a waiver, you must complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. All claims for application fee waiver are subject to verification. Forms can be obtained from the Troy Civil Service Commission Office or online at [www.troyny.gov](http://www.troyny.gov).

**ADMISSION NOTICES:** Accepted candidates will be notified of when and where to appear for the examination. No one will be admitted to the exam without a picture identification card, and an official admission letter. If an application is disapproved, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Contact the Commission if you have not received your notice three (3) days before the date of the test.

**ALTERNATE TEST DATE POLICY:** The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date. For situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW. AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

**CROSS FILER STATEMENT:** If you have applied for any other civil service exams to be given on the same test date for employment with NY State or any other local government jurisdiction (excluding NYC), you must make arrangements to take all the exams at one test site.

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. **When taking both a State and a local government examination you will be required to take all your examinations at a State examination center.**

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

**VETERANS CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from the office of the Troy Civil Service Commission.

**THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS.** Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.