

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

Exam Title: **PERSONNEL ASSOCIATE**

Exam #: **68522**

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: Personnel Associate- This examination is being held to establish an eligible list and fill future vacancies for the City of Troy.

- **City of Troy, Salary \$67,704** - Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. If selected for appointment, candidates will have ninety (90) days to move into the City of Troy and thereafter remain a resident of the City of Troy.

DUTIES OF THE POSITION: (Illustrative only)

- Corresponds with the City's medical insurance administrators to clarify and coordinate employee health care benefits;
- Assists employees and city retirees with medical insurance and Medicare issues and benefits;
- Responsible for completing all necessary paperwork concerned with administering the City benefits plans (i.e. new enrollee sign-ups, terminations, changes, COBRA, NYS retirement system enrollments, etc);
- Responsible for new employee benefits orientation, and providing information regarding benefit options (i.e. medical, dental, prescription drug plan, NYS retirement, credit union and other related benefits);
- Reviews duties of proposed and existing positions to recommend classification action and salary grades to the Personnel Director;
- Works with the City's third-party administrator to maintain accuracy of employee eligibility to prepare annual cost analysis for budget preparation;
- Works with the City's third-party administrator to maintain the retiree Medicare Part D subsidy program;
- Assists Personnel Director in contract negotiations, disciplinary hearings, and grievance proceedings;
- Assists the Personnel Director in the administration of the City's Probationary Employee Review Program;
- Assists with a variety of Civil Service operations including payroll certification, eligible list certification, veteran's credit roster, roster card maintenance and other related duties;
- Conducts studies and analyzes a variety of reports and makes recommendations to the Personnel Director;
- Responsible for maintaining, in conjunction with the City's Workers' Compensation administrator, compliance with NYS regulations, including obtaining injury information and reports, verifying absence and injury information, preparing and submitting reports to NYS and federal agencies, and informing city departments and the city administration of changes and updates to Workers' Compensation requirements;
- Maintains the City License Event Notification Service (LENS) program as administered by New York State;
- Maintains several City employee administrative lists – position control charts, organization charts, probationary employees, medical eligibility, retiree medical eligibility, etc.

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 bachelor's degree and one (1) year experience in public or private administration;
- OR**
- B. Satisfactory completion of at least 60 credit hours in a regionally accredited or New York State registered two-year college or university and three (3) years public or private administration;
- OR**
- C. An equivalent combination of training and experience as defined by the limits of above which also includes at least 40 credit hours in a regionally accredited or NYS register two-year college or university.

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. **Classification system administration** - These questions test for knowledge of position classification in the public sector. Questions may cover such areas as general objectives of a classification system; job audits and classification surveys; position allocation; and class specifications.
3. **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.

4. **Understanding and interpreting written material based on laws, policies, and procedures relating to health insurance, retirement and other benefits** - These questions test for the ability to read, interpret, and apply relevant laws, policies, and procedures. You will be provided with brief reading selections based on or taken from legal text, each followed by one or more questions. All information needed to answer the questions is contained in the reading selections. No prior knowledge of the subject is required.

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 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.

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.