

## **HUMAN RESOURCES COORDINATOR (TOWNS) (OC)**

**NYS #66-753 RC/EL #22141**

Examination to be held **November 5, 2022**; Last filing date **October 4, 2022**

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying online, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITION EXISTS IN:** Town of Orangetown.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of Rockland County at the time of examination.

**SALARY:** The starting salary is \$100,000 annually for a 40-hour work week with the Town of Orangetown.

**WHAT THE JOB IS LIKE:** This is professional work of a complex nature which involves responsibility for all aspects of human resource administration including recruitment and placement, training, labor relations, compensation and benefits, adherence to civil service law, maintenance of personnel records and related functions. This includes developing and implementing human resources programs, systems, policies, procedures and services. General direction is received from the Town Supervisor and Director of Finance and supervision is provided to one or more clerical, paraprofessional or technical employees. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have:

1. A Bachelor's degree that included or was supplemented by at least thirty (30) credit hours in Public Administration, Business Administration, Human Resource Management, Industrial/ Organizational Psychology or comparable curriculum and two (2) years of professional personnel/human resources/industrial relations experience in a public employment setting; or
2. A Bachelor's degree that included or was supplemented by at least thirty (30) credit hours in Public Administration, Business Administration, Human Resource Management, Industrial/ Organizational Psychology or comparable curriculum and four (4) years of professional personnel/human resources/industrial relations experience in any employment setting.

**NOTE:** A Master's degree or higher in Public Administration, Business Administration, Human Resource Management, Industrial/Organizational Psychology or comparable curriculum may be substituted for one (1) year of experience.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, January 5, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

### **SUBJECT OF WRITTEN EXAMINATION:**

1. **Ensuring Effective Inter/Intra Agency Communications** – These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
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. **Understanding and Interpreting Written Material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
4. **Personnel Principles and Practices** – These questions test for knowledge of the principles and practices used in performing procedures and in addressing issues that are part of the personnel function in a governmental agency, and in responding to general questions about the personnel function.
5. **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.

**USE OF CALCULATORS IS ALLOWED 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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 08/30/2022**