

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 62-597 COUNTY SAFETY OFFICER

VACANCIES: At present, one vacancy exists with the Jefferson County Insurance Department

SALARY: \$23.04/hr. (2017 rate)

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: December 2, 2016

EXAMINATION DATE: January 21, 2017

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

(A.) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and three (3) years of professional level work experience, or its part-time equivalent, in developing, implementing, and administering an official safety program or safety education program; or,

(B.) Graduation from a regionally accredited or New York State registered college or university with an associate's degree and five (5) years of professional level work experience, or its part-time equivalent, in developing, implementing, and administering an official safety program or safety education program; or,

(C.) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of professional level work experience, or its part-time equivalent, in developing, implementing, and administering an official safety program or safety education program; or,

(D.) An equivalent combination of training and experience as indicated by the limits of (A.), (B.), and (C.).

SPECIAL REQUIREMENT: Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.

EXAMPLES OF WORK: (illustrative only)

Coordinates safety programs and workshops for employees and supervisors;

Prepares agency safety manual(s), written and audiovisual training manuals and guidelines;

Inspects property such as buildings, vehicles, municipal operations, and operational facilities to evaluate physical conditions, safety practices, and hazardous situations according to knowledge of safety and insurance underwriting standards and governmental regulations;

Investigates and analyzes history of accidents and claims against the jurisdiction and inspects scenes of accidents to determine causes and to develop accident prevention programs;

Prepares written reports of findings and recommendations for correction of unsafe or unsanitary conditions;

Confers with employees of the insured to induce compliance with safety standards, codes, and regulations;

Conducts informal meetings among various educational, civil groups, and municipalities to promote general safety concepts;

May demonstrate use of safety equipment; may specialize in specific types of accident prevention safety programs, such as safety, traffic safety, or work safety;

May coordinate the removal of toxic substances from buildings;

Assists in the development of emergency management plans;

Prepares a variety of written records and reports.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. Accident prevention and control, including safety and health programs.

These questions test for knowledge of the principles and practices involved in establishing and maintaining accident prevention and safety programs including such areas as safety inspections and accident investigations, employee safety training and workplace safety, identification and safe handling of hazardous substances, mitigation of unsafe conditions, and proper use of personal protection equipment.

2. Inspection and interviewing techniques

These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.

3. Statutory and regulatory requirements relating to occupational health and safety, and building safety

These questions are designed to test the candidates' knowledge of those State and Federal laws, rules and regulations that pertain to worker safety and health practices and building safety. Questions may be drawn from, but are not limited to, the New York State Uniform Fire Prevention and Building Code, Occupational Health and Safety Administration, National Fire Protection Association, Life Safety Standards, and New York State Department of Labor safety and health regulations.

4. Occupational health and safety including accident prevention and control

These questions test for knowledge of the principles and practices of occupational health and safety, and accident prevention and control, including such areas as causes of accidents, accident rates, behavior and attitudes of workers and supervisors, accident investigations and interviewing techniques, and types of accident prevention and safety programs.

SCOPE OF EXAMINATION: continued;

5. 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.

6. Principles and practices of staff development and training

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

This examination 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 New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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