

SENIOR PUBLIC SAFETY OFFICER
EXAM #61-257 (OC)

DECEMBER 20, 2016
APPLICATION DEADLINE DATE

JANUARY 21, 2017
EXAMINATION DATE

APPLICATIONS MUST BE RECEIVED BY 4:30 PM ON THE APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE: \$38,432 Mohawk Valley Community College

VACANCIES: There are currently three (3) vacancies at Mohawk Valley Community College, Utica, NY. **The eligible list, established as a result of this examination, will be used to fill these vacancies and all other vacancies which may occur in this title, under the jurisdiction of the Oneida County Commissioner of Personnel.**

RESIDENCE REQUIREMENT: NONE

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associate's degree **OR** completion of sixty (60) semester credit hours*; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of work experience*, or its part time equivalent, as a police officer, peace officer, or in military service.

*Possession of a Phase 1 Police Officer certificate from an approved Municipal Police Training Council Training Program may be substituted for thirty (30) semester credit hours required under (A) **OR** for one (1) year of the work experience required under (B).

SPECIAL REQUIREMENT:

1. Applicant must be twenty-one (21) years old at time of appointment.
2. When required to operate a motor vehicle, incumbent must possess a valid New York State CDL or Non-CDL, including any special endorsements, as required for the type of vehicle being operated. License must be maintained throughout required vehicle operation.

NOTE: Candidates must successfully complete an approved Municipal Police Training Council Training Program for Peace Officer as described in Section 2.30 of Criminal Procedure Law and candidates must be eligible to obtain a Firearms License pursuant to Section 400 of New York State Penal Law. Candidates must continue to meet qualifications and recertification requirements as prescribed by the State for Peace Officers as a condition of continued employment.

- NOTE:**
1. Further verification may be requested from candidates to verify their academic qualifications.
 2. Candidates **must** submit a copy of transcripts, showing degree attainment if relevant, when qualifying under (A) above and **must** submit a copy of Phase I Police Officer certificate, if used in place of thirty (30) semester credit hours under above **OR** one (1) year of the work experience under (B) above.

DUTIES: Responsible for implementing and maintaining a campus public safety/security program to provide for the protection and safety of persons and property on the campus of Mohawk Valley Community College. The incumbent is responsible for public safety, traffic and property access control, fire and crime prevention and investigation, documentation and reporting of all incidents and relevant conclusions. The Senior Public Safety Officer enforces the Laws of the State of New York by virtue of the designation of peace officer by the Mohawk Valley Community College Board of Trustees and may be authorized by the Mohawk Valley Community College President to possess and carry a firearm as part of on duty employment. The incumbent performs related work as required.

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 evaluate knowledge, skills, and/or abilities in such areas as:

1. **Applying Written Information in a Safety and Security Setting** - These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.
2. **Following Directions (Maps)** – These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
3. **Principles and Practices of Safety and Security** - These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.
4. **Preparing Written Material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For the Information Presentation questions, you will be given information in two or three sentences, followed by four restatements of the information. You must then choose the restatement which presents the original information most clearly and accurately. For the Paragraph Organization questions, you will be given paragraphs with their sentences out of order. You must then choose, from four choices, the best order for the sentences.

CALCULATORS ARE ALLOWED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators ONLY. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

TEST GUIDE: The New York State Department of Civil Service has prepared “A Guide for the Written Test for Safety and Security”. It is available at the New York State website:

www.cs.ny.gov/testing/localtestguides.cfm or at the Oneida County Department of Personnel's Office, Oneida County Office Building, sixth floor. You may also call (315) 798-5726 or write the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501, to request a copy.

INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Submit a completed **CROSS-FILER NOTIFICATION** form to our office at time of application. If you have applied for a State exam, **YOU MUST** take all exam titles at the State Exam site. You will be advised on your admission letter when and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.

GENERAL INSTRUCTIONS

EMERGENCY CANCELLATION OF EXAMINATIONS: Tune to - News 10 Now; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. Check website for more listings: www.ocgov.net/oneida/personnel/csexam .

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED.** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.

5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.ny.gov/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.
12. **ADDITIONAL CREDIT:** 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.
13. **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.
14. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed 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 are 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 for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
15. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification for future examination for a two year period. (per Oneida County Civil Service Rule IX)

Issued: 12/01//16

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****