

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

MENTAL HEALTH FINANCIAL PROGRAM SPECIALIST, O.C. #67223-010

SALARY: \$47,113 - \$59,598 annually (2024) Genesee County.

VACANCY: Genesee County Mental Health has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a Civil Service list established as a result of this exam. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8 to 52-weeks based on performance of duties.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF GENESEE COUNTY FOR AT LEAST TWO (2) MONTHS PRIOR TO THE DATE OF THE WRITTEN EXAMINATION, AND MUST HAVE CONTINUED THEIR RESIDENCY THROUGH THE PERIOD LEADING TO THEIR INITIAL APPOINTMENT.

LAST FILING DATE-----DECEMBER 11, 2024

EXAMINATION DATE-----JANUARY 18, 2025

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

MINIMUM QUALIFICATIONS: EITHER:

A. Possession of a Bachelor’s Degree or higher in Accounting, Business Administration or related field **AND** two (2) years of full-time, paid experience working in the area of accounting, business administration, financial record keeping or medical billing field, **[ATTACH A COPY OF YOUR TRANSCRIPTS AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

OR:

B. Possession of an Associate’s Degree in Accounting, Business Administration or related field **AND** four (4) years of full-time, paid experience working in the area of accounting, business administration, financial record keeping or medical billing field, **[ATTACH A COPY OF YOUR TRANSCRIPTS AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

OR:

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MINIMUM QUALIFICATIONS, Cont'd:

- C. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and six (6) years of full-time, paid experience working in the area of accounting, business administration, financial record keeping or medical billing field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: You may file for this examination if you expect to complete the educational requirement by June 30, 2025. If successful on this examination, however, you will not be certified for appointment until you have submitted proof of completion of the educational requirements to Genesee County Human Resources.

NOTE: PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION.

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

TYPICAL WORK ACTIVITIES:

Is responsible for the receipt and accounting of large amounts of money in payment for a variety of services, invoices, medical bills and related obligations;
Coordinates and assists in the process of a complex variety of receipts and expenditures and the distribution of costs according to prescribed codes;
Plans, assigns, and review the maintaining and checking of a wide variety of financial records and reports and instructs employees in the specialized details of this work;
Directs and assists in the audit of varied financial records and claims and the preparation of reports thereon;
Utilizes and applies software for patient billing, patient record keeping and statistical report generation;
Reconciles billings, denials, claims from various programs;
Coordinates, compiles, prepares and analyses of a variety of complex financial and statistical records and reports;

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TYPICAL WORK ACTIVITIES, Cont'd:

- Revises, reviews, systematizes and installs financial record keeping methods, policies and procedures;
- Conducts correspondence in connection with financial matters;
- Maintains departmental specific software including but not limited to: Electronic Medical Records and Specialized Billing Software;
- Requires extensive knowledge of the software packages in order to maintain systems and do required updates;
- Responsible for all security on in-house software, to ensure HIPPA compliance;
- Coordinates and trains all in-house staff on proper use of computers and software which requires extensive knowledge of all software packages and ability to communicate effectively with staff;
- Responsible for maintaining backups of data;
- Troubleshoots and diagnoses computer problems within the department serving as "helpdesk" for all departmental computer questions;
- Serves as a liaison with the County IT Department;
- May develop, coordinate and maintain special projects from various sources;
- Responsible for monitoring HIPPA compliance.
- May supervise the preparation of purchase orders and the securing of bids from vendors;

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills, and/or abilities in the following areas:

1. Understanding and Interpreting Written Material
2. Arithmetic Computation with Calculator
3. Understanding and Interpreting Tabular Material
4. Supervision

USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION. QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS ARE PERMITTED. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

EXPANDED SUB-TEST DESCRIPTION:

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.

Arithmetic Computation with Calculator-These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

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EXPANDED SUB-TEST DESCRIPTION, Cont'd:

Understanding and Interpreting Tabular Material-These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

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.

Test guide:

A Guide for the Written Test for **Higher Level Account Clerical** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CROSS-FILER STATEMENT: If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, www.co.genesee.ny.us.

NOTE: Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.co.genesee.ny.us. Proof of military status must also be presented and

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ACTIVE MILITARY MEMBERS, Cont'd:

verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.co.genesee.ny.us.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from our website: www.geneseeny.gov. Phone 344-2550 x 2221

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

To apply online, please use the following link: <https://genesee-county.docuware.cloud/DocuWare/Forms/application-with-exam?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>.

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PLACE TO FILE, Cont'd:

Online applications must be submitted no later than 5:00 p.m. on December 11, 2024.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

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 this rating of the examination will apply to this test.

Genesee County is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, disability or marital status.

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