

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

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

VOCATIONAL COORDINATOR, O.C. #86667-010

SALARY: \$15.30 per hour (2024) Batavia City Schools.
Salary varies in school districts and other Civil Divisions under the jurisdiction of Genesee County Civil Service.

VACANCY: Batavia City Schools 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 8-52 weeks where candidates will be evaluated 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. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

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 test: **EITHER:**

- A. Completion of a minimum of 30 semester credit hours in a regionally accredited or New York State registered college or university in education or a related area, **[IF CLAIMED, PLEASE ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPT TO YOUR APPLICATION];**

OR:

CONTINUED ON BACK.....

MINIMUM QUALIFICATIONS, Cont'd:

- B.** Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and one year of full-time, paid work experience in education, job development, personnel counseling, or placement in an Employment and Training, community action, or similar agency dealing with the employment and training of economically disadvantaged, minority, handicapped, or low income persons, **[IF CLAIMED, PLEASE INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

OR:

- C.** An equivalent combination of training and experience as defined by the limits of (A) and (B), **[IF CLAIMED, PLEASE INDICATE ALL RELEVANT TRAINING AND EXPERIENCE ON YOUR APPLICATION].**

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contract with students, a clearance for employment from the State Education Department is required.

NOTE: You may file for this examination if you expect to complete the educational requirement by June 30, 2025. If successful on the 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. Proof must be submitted no later than 2 months after the completion date. Failure to do so will result in removal of your name from the eligible list.

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:

Identify clients in need of Vocational Case Management Services;
Enroll students in courses and seminars that teach leadership and teamwork skills;

CONTINUED ON NEXT PAGE.....

TYPICAL WORK ACTIVITIES, Cont'd:

Assist the teacher and counselor to identify and provide supportive services as needed to help each student obtain and retain a job, such as the completion of employment applications, writing of resumes, proper dress and behavior for employment interviews and work situations, interviewing skills and techniques, teamwork, and conflict resolution;

Arrange for and accompany students on field trips to local businesses;

Provide guidance in conducting Internet research on colleges, career information, and available jobs;

Assist certificated staff in the provision of supportive services to students and their families as necessary;

Mentor students during job experiences;

Serve as a liaison/mediator between the employer and the student as needed;

Assist existing staff to provide comprehensive guidance and career counseling to students, in cooperation with the counseling services AHSEPP currently provides;

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

1. Advising and Interacting with Others
2. Preparing Written Material
3. Principles and Practices of Employment Counseling
4. Interviewing

CANDIDATES ARE **ALLOWED** TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

EXPANDED SUB-TEST DESCRIPTION:

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.

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.

Principles and Practices of Employment Counseling-These questions test for knowledge and understanding of the principles, practices, and techniques of employment counseling. Questions may include such topics as counseling individuals and/or groups on employment-related issues; providing support, advocacy, and accountability; and developing job opportunities throughout the community.

CONTINUED ON BACK...

EXPANDED SUB-TEST DESCRIPTION, Cont'd:

Interviewing-These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

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>.

CROSS-FILING: 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 verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable 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.

CONTINUED ON NEXT PAGE...

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>

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.

CONTINUED ON BACK...

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.

ALL QUALIFIED APPLICANTS WILL BE AFFORDED EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR MARITAL STATUS.

10/17/24 ct