

The Amsterdam Civil Service Commission Announces the **Open Competitive** Exam for:

Human Resource Specialist

Open Competitive Exam #60-788

Greater Amsterdam School District

Date of Examination:

November 5, 2022

Last Filing Date:

October 6, 2022

Since refunds are not given, please read this announcement entirely before filing your application. Please take note of the minimum qualifications to qualify for this exam.

Employment Opportunities: The list will be used for any future vacancies in the Greater Amsterdam School District.

Salary: \$60,000

Residency Requirements: None but preference may be given to city of Amsterdam Residents. To meet the preference, a candidate must have been a legal resident of the City of Amsterdam for a period of at least one (1) month immediately preceding the dates of the written test.

Distinguishing Features of the Class: The Greater Amsterdam School District Human Resource Specialist is responsible for the processing of multiple types of human resource transactions. Duties, although often clerical in nature, will be broad in nature and the work will be varied. Duties performed are primarily focused on the specialized programmatic tasks and functions of human resource transactions, using computer-based applications. The work is varied depending upon assignment of the individual employee.

Minimum Qualifications:

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree or higher in human resources, business, public administration, or education AND five (5) years of experience in human resource administration, personnel administration, and/or employee relations.
- B. Graduation from a regionally accredited or NYS registered college or university with an associate degree in human resources, business, public administration, or education AND seven (7) years of experience in human resource administration, personnel administration, and/or employee relations.
- C. Graduation from a NYS High School diploma or equivalent degree and ten (10) years of experience in human resource administration, personnel administration, and/or employee relations.

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/US Secretary of Education. If your degree 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 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.

Subject of Examination:

Customer Service: These questions test for the knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

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.

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.

Working with Office Records: These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages, and percentages. **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.**

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. The publication is available online at: <https://www.cs.nygov/testing/testguides.cfm>.

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Application: Applications may be obtained at the Civil Service Office in Amsterdam City Hall between 8:30 AM – 12:00 PM or by sending a stamped self-addressed legal envelope to:

Amsterdam Civil Service Commission, City Hall 61 Church St. Amsterdam NY 12010
Applications received post-marked after the filing date deadline **will not** be accepted. The applicant should make sure every question on the application is answered and that the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not acknowledge receipt of the applications. Candidates will be notified of the disposition of their application. Candidates will be notified by letter, of when and where to appear to take the written test. If candidates have not received a notice to appear for the written test three (3) days prior to the exam date, they should call our office at (518)841-4341.

Do not interpret a notice to appear for, or actual participation in, the examination as an indication that you fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted based on statements made on the application or conditionally admitted without prior review of the application. Under these circumstances, candidates not meeting the requirements will be disqualified and notified of such disqualification. Candidates subsequently disqualified after taking the test will not be notified of their score.

Application Fees: A \$15.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a check or money order payable to City of Amsterdam. Write the examination number(s) and the applicant's name on the check or money order. **DO NOT SEND CASH.** If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

Religious Observer/Disabled Candidates/Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements. Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date of examination is scheduled, you may request a military makeup examination. Contact Amsterdam Civil Service for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Section 23.2 Statement: This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

Multiple Exam Takers: If you have applied for any other Civil Service examination to be given on the same test date for employment with NY State or any other local government jurisdiction excluding NY City, you must decide to take all the examinations at one test site. If you have applied for both State and Local government examinations, you must plan to take all your examinations at the State examination center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local examinations examination, call, or write to each Civil Service Agency to make arrangements no later than two weeks before the date of examination, as to which test site you will be taking the examination.

Veteran's Credit: Veterans or disabled veterans who are eligible for additional credit must apply for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of establishment of the resulting eligible list. Applications for veteran's credit are available from this office. **Veteran's credits can only be added to a passing score on the examination.**

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions to be certified at a score including veteran's credits.

Change of Address: It is the responsibility of the candidate to notify the Amsterdam Civil Service of any change in name or address for the duration of the eligible list. No attempt will be made to locate candidates who have moved.

If any emergency prevents you from appearing for the examination, please notify this office (518)841-4341 no later than 8:30AM on the Monday following the test date, (Tuesday if Monday is a legal holiday) providing verifiable documentation of the reason. A determination will be made as to if you will be scheduled for an alternate test date.

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 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.

City of Amsterdam/An Equal Opportunity Employer

Civil Service Commission:

Gary McNeil, Chairman

Mary Anne Semkiw, Commissioner

Lynn Kot, Commissioner

9/15/2022