ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

$10.00 Non-Refundable Application Fee You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to: Chief Fiscal Officer, or by VISA, MC or Discover. Cash will be accepted only if paying in person.

SALARY AND VACANCIES: Changing conditions may make it necessary to certify for future vacancies at higher or lower salaries than those announced.

The title currently exists in the following department:
Onondaga County Division of Community Development $44,522-$49,246

The resulting promotional eligible list will be used to fill vacancies in the department of Community Development.
Your name will be certified for appointment only to the department in which you are employed on the date of examination.

DUTIES: The work involves responsibility for assisting in various phases of administration of numerous housing rehabilitation programs available in Onondaga County. This includes development of an outreach plan based on the annual rehabilitation budget. Does related work as required.

MINIMUM QUALIFICATIONS: On the date of examination, candidates must meet the following requirements:

PROMOTIONAL QUALIFICATIONS: Candidates must be serving and have served continuously on a permanent basis in the competitive class* for two (2) years in the title of Housing Rehabilitation Aide and must be currently employed in the Division of Community Development.

*Section 55-a: Candidates who are holding or who have held a permanent 55-a appointment in a qualifying title, and are otherwise qualified, shall be eligible to compete in this promotional examination pursuant to Section 55-a (4). Service in the 55-a position need not have been immediately preceding date of examination to be considered as qualifying.

SUBJECT 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 test for knowledge, skills and/or abilities in the following areas:

1. 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.

2. 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.

3. Understanding and interpreting numerical data related to community development and housing
   These questions test for the ability to understand and interpret numerical data related to community development and housing. The data will be presented in formats such as tables and charts. All the information needed to answer the questions will be provided in the data presented. You may be required to perform basic mathematical functions such as addition, subtraction, multiplication, and division and to calculate 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 or other electronic devices.
4. Understanding, interpreting and applying housing and community development laws, rules and regulations
These questions test for the ability to understand, interpret, and apply a variety of federal and State housing
and community development laws, rules, and regulations. You will be provided with a brief reading selection
based on or extracted from a passage of legal text. You must read the selection and then answer one or
more questions based on that selection. All the information needed to answer the questions will be provided
in the reading selections.

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 "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

CALCULATORS: Unless otherwise notified, candidates are RECOMMENDED to use quiet, hand-held, and
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 or other reference materials. You may not bring cellular phones, beepers, pagers,
or headphones.

APPLICATION INSTRUCTIONS: Applications and credit card payment forms may be obtained in person
from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope)
or downloaded at www.ongov.net/employment/document_center

APPLICATION FEE: Although a separate application is required for each examination number, candidates
applying for more than one examination may pay all fees with a single check/money order or credit card
form. You may pay by check, money order or by VISA, MasterCard, or Discover, payable to Chief Fiscal
Officer. Cash will be accepted only if paying in person. Payment must accompany your application(s)
(indicate examination number(s) on your check or money order). We do not accept applications by fax.

APPLICATION FEES ARE NON-REFUNDABLE. You are, therefore, urged to carefully compare your
qualifications with the requirements for admission and file only for those examinations for which you are
clearly qualified. If proofs (i.e. copy of license, certification, or transcript) are required, be sure that they
accompany your application.

If you want Proof That You Submitted Your Application and/or Examination Fee, ask for a receipt or, if
mailing your application, enclose a stamped, self-addressed envelope and request a receipt.

NOTE: A bounced check fee will be charged to you for any checks returned. Unless such fees are paid in
full, you will not be permitted to participate in any examination(s) or be considered for appointment from
resultant eligible lists. In addition, any subsequent application fees will not be refunded unless all such fees
are paid in full.

FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for
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 (SSI); or Public Assistance (Temporary
Assistance for Needy Families/Family Assistance of Safety Net Assistance); or are receiving Foster Care or
are certified Workforce Investment Act eligible through a State or local service agency. A waiver of
application fee will also be allowed if you are an Onondaga County resident and have honorably served or
are now honorably serving in the Armed Forces, National Guard or Reserves (attach DD214, NGB-22, or
current DD2-Military ID card or a Statement of Honorable Service from Unit to completed Application Fee
Waiver Request and Certification form). All claims for application fee waiver are subject to verification. If you
can verify eligibility for application fee waiver, complete an Application Fee Waiver Request and Certification
form and submit it with your application by the close of business at 4:30pm on the last file date as listed on
the Examination Announcement.

The Application Fee Waiver Request and Certification form can be found in our office lobby or on our website
in the Document Center.

ADDITIONAL CREDIT TO 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 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 date to provide the
necessary documentation to verify additional credit eligibility. However, no credit may be added after the
eligible list has been established.

VETERAN CREDITS: War veterans applying for additional credit must submit a copy of their DD-214
(discharge papers) with their application for examination or by one month following the date of examination.
Veterans Credit Instructions and Application Forms are available in person from the Onondaga County
Department of Personnel, by mail (include a self addressed stamped envelope) or online at
www.ongov.net/employment/document_center. Veterans credit can only be added to a passing score on the
examination. No credit may be granted after the establishment of the list. Candidates currently in the armed forces may apply for and be conditionally granted veterans credit in examinations. Any candidate who applies for conditional credit must provide proof of their military status with their application for examination or by one month following the date of examination. When discharged, it is the responsibility of the candidate to provide appropriate documentary proof, indicating that service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veterans credit.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at 4:30 p.m. on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

EXAM INFORMATION:
EXAM NOTICE: Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO: WIXT NEWS CHANNEL 9, WTVH NEWS CHANNEL 5, NEWS 10 NOW or any Clear Channel Radio Station.

EXAM ACCOMMODATIONS: If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a paper attached firmly to your application.

RELIGIOUS ACCOMMODATION: Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

EXAM RATING: When the written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations will apply.

ELIGIBLE LIST: Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment or until there are no candidates left who are willing to accept appointment, whichever occurs first. The Personnel Commissioner may extend the list beyond one year to a maximum of four years. Agencies are required to hire from the eligible list according to the rule of three (see our FAQ document for examples of the Rule of Three). All candidates at the highest score are immediately eligible for consideration for appointment. Candidates at lower scores can only be considered when there are fewer than 3 candidates at the highest score.

When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at Civil Service Exam Test Results www.ongov.net/employment/ranking.

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the Application for Employment may result in disqualification and possible legal action.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Onondaga County Cross Filer Notification Forms are available in our office or online at www.ongov.net/Employment/document_center. Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 13th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. No attempt will be made by this department to locate candidates who have moved. Address change forms are available in the Personnel Department during normal office hours or online at www.ongov.net/employment/document_center.

MILITARY MAKE-UP EXAMINATION: Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military
make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING: Candidates for appointment or promotion to Onondaga County government positions that are designated as safety sensitive are required to undergo pre-employment drug testing for alcohol and drugs after a conditional offer of employment has been extended and prior to any applicants performance of a safety-sensitive function.

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.

SPECIAL NECESSARY REQUIREMENT: Candidates for appointment or promotion to positions in Onondaga County government which require the operation of motor vehicles must, at the time of appointment, possess an appropriate NY State drivers license and a dependable personal vehicle or must have reasonable access to private/public transportation.

SENIORITY RATING: Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

- Less than 1 year = 0 points
- 1 year, up to 6 years = 1 point
- Over 6 years, up to 11 years = 2 points
- Over 11 years, up to 16 years = 3 points
- Over 16 years, up to 21 years = 4 points
- Over 21 years = 5 points

The promotional examination will be BAND SCORED. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score," from which the final band score is determined. This is a change from the current practice of adding seniority credits to the final score.