

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622



Issue Date: 11/12/08
County #2620

Columbia County Civil Service Commission
announces an examination open to the public (open competitive) for:
Early Intervention Services Coordinator #64600

Date of Examination: February 7, 2009

Last Filing Date: January 7, 2009

Filing Fee: Fee for this examination is \$12.50
Personal checks no longer accepted

Place of examination: To be announced

Residency: A candidate must be a resident of Albany, Columbia, Greene, Dutchess, Rensselaer or Ulster County for (4) four months prior to the date of the examination. Preference in appointment may be given to Columbia County residents. (CS Law Section 23.4)

Vacancy: The eligible list established from this examination will be used to fill vacancies as they occur in the Columbia County Health Dept.

Salary: \$31,339.00 Step one
\$33,183.00 Step two
\$35,026.00 Step three
\$35,709.00 Grade rate

GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622 (Office hours 8 - 4, Mon - Fri)

Applications received/postmarked after the last filing date will not be accepted.

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 that 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 in order to be certified at a score including veterans' 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."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. It is the responsibility of the candidate to notify the Civil Service Commission of any change in name or address. Not attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, 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.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries then announced.

FILING FEES: A filing fee as stated on the front will be required with your application. Please write the exam # and your social security # on your money order/check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. MAKE MONEY ORDERS/CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application.

MULTIPLE EXAMS: If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call this office at (518) 828-6622.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private or not-for-profit companies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of your education to the minimum qualifications. This must be presented with your application at time of filing.

Duties of the position: This work involves working with families to coordinate early intervention evaluations and services. The Service Coordinator will serve as a contact for families and will provide an overview of the early intervention system and its services, review families rights, responsibilities, and entitlements available to them through the early intervention program. This work is performed under the supervision of the Director of Children with Special Needs. Does related work as required.

Minimum Qualifications: (on or before the last filing date)

Either:

- A. Graduation from a regionally accredited NYS registered college with a Bachelor's Degree in a Health or Human Services field*
- Or
- B. Graduation from a regionally accredited NYS registered college or university with an Associate Degree in Health or Human Services field* and two (2) years of service coordination experience.
- OR
- C. An equivalent combination of training and experience as outlined in A or B above.

*For the purpose of qualifying for these titles a "human service field" includes social work, psychology, nursing, rehabilitation, education, occupational therapy, physical therapy, recreation or recreation therapy, counseling, community mental health, child and family studies, speech and hearing.

Series: Child Care Services

Subject of the examination: The written test is designed to test for knowledge, skills/abilities in such areas as:

1. Early childhood development

These questions test for a knowledge of principles and practices of early childhood learning and development. Questions may cover such topics as: factors influencing physical, mental, social, and emotional growth; characteristics, behaviors, and attitudes associated with normal growth and development; symptoms of developmental problems; and approaches and programs which promote healthy child development.

2. 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.

3. 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.

4. Problems of and programs for infants, toddlers, and preschool children with disabilities

These questions test for knowledge and understanding of the problems, care, and treatment of infants and young children with disabilities. Questions may cover such topics as: symptoms, causes, treatment methods, and programs associated with various disabilities and handicapping conditions; normal and abnormal behavior; causes of problem behaviors; managing and interacting with such children; advocating for such children; and providing for the safety, nutrition, health, physical development, and personal growth of such children.

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