



## CITY OF ITHACA

108 East Green Street Ithaca, New York 14850-5690

OFFICE OF HUMAN RESOURCES / CIVIL SERVICE

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# EMPLOYEE HEALTH AND SAFETY COORDINATOR OPEN-COMPETITIVE EXAM NO. 65-037

APPLICATIONS ACCEPTED UNTIL:

September 6, 2018

EXAMINATION WILL BE HELD:

November 3, 2018

**ACCEPTANCE OF APPLICATIONS:** Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated above. Postmarks are not accepted. All applications must be original applications, either hard copy or electronically submitted through our online application program. We do not accept faxed applications, e-mailed applications or photocopies of applications.

**APPLICATION MATERIALS REQUIRED:** An original City of Ithaca application and copy of high school and college transcripts.

**VACANCIES:** Currently, there is one (1) vacancy in the City of Ithaca Human Resources Department. The eligible list established as a result of this examination may be used to fill this vacancy and any future vacancies that may occur during the life of the eligible list.

**RESIDENCY:** There are no residency requirements for this position.

**SALARY:** \$53,211 with subsequent step increases to \$63,853

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position is responsible for planning, developing, implementing and managing a comprehensive health and safety program for the City of Ithaca. The incumbent will work with department heads and supervisors to establish and maintain health and safety standards and training programs relevant to individual departmental operations, and will coordinate the integration of departmental programs into the City-wide health and safety program. The incumbent serves as a resource person in the inspection of facilities, work and/or use processes, identification of hazardous and potentially hazardous conditions, and in the elimination of such conditions. The work may also include evaluating and addressing health and safety issues at City-owned facilities and properties that impact the general public. The work is performed under the general supervision of the Director of Human Resources. Does related work as required.

### **MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Engineering, Industrial Safety, or a closely related field with similar course curriculum and two (2) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety;  
OR

**MINIMUM QUALIFICATIONS (continued):**

- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Engineering, Industrial Safety, or a closely related field with similar course curriculum and four (4) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid (or the equivalent part-time and/or volunteer) experience in industrial safety, the implementation of safety programs, or in the insurance field performing site inspections or investigating claims related to loss or safety; OR
- D. Any equivalent combination of training and experience as described in (a), (b) and (c) above.

**SPECIAL REQUIREMENT:** Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

If you expect to complete the educational requirement within six (6) months of the date of examination, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Civil Service Commission. Proof must be submitted within eight months of the date of examination. Failure to do so will result in removal of your name from the eligible list.

**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.

**SCOPE OF THE EXAMINATION:**

The written examination will cover knowledges, skills and/or abilities in such areas as:

**1. Accident prevention and control, including safety and health programs**

These questions test for knowledge of the principles and practices involved in establishing and maintaining accident prevention and safety programs including such areas as safety inspections and accident investigations, employee safety training and workplace safety, identification and safe handling of hazardous substances, mitigation of unsafe conditions, and proper use of personal protection equipment.

**2. Inspection and interviewing techniques**

These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling

irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.

### **3. Statutory and regulatory requirements relating to occupational health and safety, and building safety**

These questions are designed to test the candidates' knowledge of those State and Federal laws, rules and regulations that pertain to worker safety and health practices and building safety. Questions may be drawn from, but are not limited to, the New York State Uniform Fire Prevention and Building Code, Occupational Health and Safety Administration, National Fire Protection Association, Life Safety Standards, and New York State Department of Labor safety and health regulations.

### **4. Occupational health and safety including accident prevention and control**

These questions test for knowledge of the principles and practices of occupational health and safety, and accident prevention and control, including such areas as causes of accidents, accident rates, behavior and attitudes of workers and supervisors, accident investigations and interviewing techniques, and types of accident prevention and safety programs.

### **5. 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.

### **6. Principles and practices of staff development and training**

These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**NOTE:** Most Civil Service examinations do not require the use of a quiet, hand-held calculator or slide rule; however, candidates have the option of bringing a battery-operated or solar-powered calculator to the test room unless specifically notified that their use is prohibited. Devices with typewriter keyboards, spell checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. **USE OF CALCULATORS IS ALLOWED FOR THIS EXAM.**

**RELIGIOUS ACCOMMODATION - CANDIDATES WITH DISABILITIES - MILITARY MEMBERS:**

- Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with disabilities who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the City of Ithaca Human Resources/Civil Service Department before the test date.
- Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the City of Ithaca Human Resources/Civil Service Department 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.

**APPLICATIONS MAY BE OBTAINED:** at the City of Ithaca Human Resources/Civil Service Department - 108 East Green Street - Ithaca NY 14850. You may also apply online or download an application at [www.cityofithaca.org](http://www.cityofithaca.org).

**TIME AND PLACE OF THE EXAMINATION:** Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received three (3) days prior to the exam date, please call the City of Ithaca Human Resources/Civil Service Department at (607) 274-6539.

**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.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application 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 the 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 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 veteran's credits.

**ADDITIONAL CREDIT FOR 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 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.

### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.
3. Candidates who wish to take more than one examination must complete the "Application for Employment" for each examination. If you are cross-filing for another examination to be held on the same date, please indicate this on the application and specify the examination title and number, and the jurisdiction offering the other examination.
4. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
5. It is the responsibility of the candidate to notify the City of Ithaca Human Resources/Civil Service Department of any change in address. No attempt will be made to locate candidates who have moved.

Issued by: City of Ithaca Civil Service Commission  
August 3, 2018

**THE CITY OF ITHACA  
AN EQUAL OPPORTUNITY EMPLOYER WITH A COMMITMENT TO WORKFORCE DIVERSIFICATION**