

BROOME COUNTY DEPARTMENT OF PERSONNEL  
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA  
60 HAWLEY STREET, PO BOX 1766  
BINGHAMTON, NEW YORK 13902  
AN EQUAL OPPORTUNITY EMPLOYER

## UNIFORMED PROMOTIONAL EXAMINATION FOR CORRECTION MAJOR

**Exam Number:** 75-027

**EXAMINATION DATE:** March 14, 2020

**LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER\*:** January 22, 2020

**\*Processing Fee:** Twenty dollar **(\$20.00)** non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

**\*Only applications which are post-marked on or before the last date to file will be accepted. All interdepartmental mail must be received by the close of business on the last date to file. FAXED APPLICATIONS WILL NOT BE ACCEPTED. Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination, please call 778-2185.**

**It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at [www.gobroomecounty.com/personnel/forms](http://www.gobroomecounty.com/personnel/forms).**

**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 are 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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at [www.gobroomecounty.com](http://www.gobroomecounty.com).**

| <b>MINIMUM SALARY</b>                   | <b>VACANCIES**</b> | <b>LOCATION OF WORK</b>             |
|---|--------------------|-------------------------------------|
| \$78,362 (2019 rate; under negotiation) | Anticipated        | Broome County Office of the Sheriff |

**Eligible list:** Successful candidates will be certified to fill vacancies only in the department in which they are employed.

\*\*Vacancies- Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

**DUTIES:** This position is responsible for planning and directing all administrative, operating and program functions in the jail. This is an administrative position involving responsibility for the safe and efficient operation of the Broome County Jail, including the security and well being of inmates, supervision of staff, development of goals and objectives, and preparation of the budgets. The work is performed under the administrative direction of the Sheriff or Undersheriff with leeway allowed for the exercise of independent judgement in carrying out the details of the job. Does related work as required.

**PROMOTIONAL QUALIFICATIONS:** On or before the date of the examination, candidates must be permanently employed in the competitive class in the Broome County Office of the Sheriff and must have served continuously on a permanent or contingent permanent basis for 24 months preceding the date of the written test as a Correction Lieutenant, Correction Sergeant or Correction Captain.

**Anticipated eligibility:** If you expect to meet the promotional qualifications by **September 14, 2020**, you will be tentatively admitted to this examination.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license. Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.

### **Special Requirement for Appointment in School Districts and BOCES**

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

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

**Ensuring effective inter/intra agency communications**

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

**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.

**New York State minimum standards for correctional facilities**

These questions test knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.

**Administrative supervision**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**Administrative techniques and practices**

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

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](http://www.cs.ny.gov/testing/localtestguides.cfm)

Candidates must bring their picture ID and two sharpened #2 pencils to the examination **USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

**Seniority Credit:** Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five year period or fraction thereof in accordance with the following schedule:

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

**Rating:** The written 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 the rating of examinations will apply to this written test.

**Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:**

If you have **applied** for both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at <http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf> and should be submitted at least two weeks prior to the examinations. Failure to submit the Cross filing form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. When taking both a State and Broome County examination, you will be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your examinations.

**Religious accommodation/handicapped candidates/military personnel:** If special arrangements for testing are required, indicate this on your application form.

**Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing.** Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

**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 the Department of Personnel 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 Information/Instructions:** A copy of the general instructions may be obtained upon request to the Broome County Department of Personnel Department or from our website at [www.gobroomecounty.com](http://www.gobroomecounty.com).

Departmental Uniformed-Dep Sher or Corrections Prom-2017

Date of Issue: 1/6/20

Correction Major-Promotional