

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

*Please Post Conspicuously*



Issue Date: 1/29/24  
County #3535

Columbia County Civil Service Commission announces  
an open competitive (*open to the public*) examination for:

**Human Resource Manager**  
**#61446**

**Administration of an exam does not imply a vacancy exists**

**Date of Examination:** April 13, 2024

**Last Filing Date:** March 6, 2024

**Filing Fee:** Fee for this examination is \$15.00  
PERSONAL CHECKS ARE NO LONGER ACCEPTED  
(See reverse side for instructions)

**Residency:** Candidates must be a resident of Columbia, Dutchess, Ulster, Greene, Albany or Rensselaer County for four (4) months prior to the date of the exam.

**\*\*Preference in appointment may be given to residents of each civil division (Civil Service Law 23.4)**

**Location:** To be announced.

**Vacancy:** The eligible list from this examination will be used to fill vacancies as they occur in **all jurisdictions under Columbia County Civil Service.**

**Salary:** **\$110,000.00 - \$120,000.00 (depending on location)**

**Duties:** The work involves responsibility for assisting school administrators, or the Columbia County Board of Supervisors, in the conduct of contract negotiations with employee organizations as they relate to a school district or school districts, or Columbia County. The incumbent provides services in contract administration, interpretation, negotiation, arbitration and discipline and general Human Resources. A higher-level BOCES administrator or School District Superintendent, or the Chairman of the Columbia County Board of Supervisors and/or the Chairperson of the County Government Committee, supervises the incumbent. Candidate is expected to perform related work as required. Typical Work Activities: Assists District Superintendent and Board of Education, or the Columbia County Board of Supervisors, during the negotiating process; Actively represents management's positions, as directed, in mediation, fact-finding and legislative show-cause hearings and in unfair labor practice proceedings before the Public Employee Relations Board; Provides advisory service to management on various aspects of labor management practices and procedures including contract administration and interpretation; Provides technical guidance in the resolution of specific and/or controversial issues; Analyzes precedents and existing employment, wage and salary practices in the area in order to assist management in the development of management's position prior to contract negotiation; Considers the nature, scope and impact of and assists in the developing counter proposals and compromises on individual issues presented by employee organizations; Assists in promoting constructive relationships between employee organizations and management representatives; Makes contract analysis of agreements in school districts, or Columbia County, for which negotiating and salary, wage and supplemental benefit surveys of personnel involved; Explores probable causes and contributing factors associated with grievance problems and recommends constructive courses of action; Consults with Board of Education and District Superintendent, or the Columbia County Board of Supervisors and Chairman of the Board of Supervisors, and first-line supervisors to ascertain needs and determine changes, additions and deletions to existing contractual agreements; Reviews existing contracts, rules and practices, past and present grievances and arbitration decisions; Develops and maintains reference files including but not limited to existing contracts, existing rules, regulations and personnel practices, PERB and court decisions and information on negotiations, mediation and arbitration; Reviews and analyzes demands presented by the various bargaining units; Assists the District Superintendent and School's Attorney, or the Chairman of the Board of Supervisors, the Columbia County Attorney and Columbia County's assigned Labor Counsel, upon request, in the preparation of positions as to application, implementation, interpretation or claimed violation of the specific terms or provisions of agreements; Assists the District Superintendent and School Attorney, or the Chairman of the Board of Supervisors, the Columbia County Attorney and assigned Labor Counsel, and upon request, in the preparation of those arguments and positions of the District/ County on matters alleging improper practices, matters at grievance and matters of arbitration; Conducts labor relations workshops for school administrative personnel and school board members, or Columbia County Board of Supervisors and County Department Heads and personnel, upon request; Coordinates tenure tracking, seniority listings, worker's compensation, EAP Program, leave requests, unemployment claims, and other human resource functions as indicated. Full Performance Knowledge, Skills, Abilities & Personnel Characteristics: Thorough knowledge of employee contract negotiation, mediation and arbitration practices, procedures and techniques; good knowledge of the preparation and administration of public employee contracts; good knowledge of the Taylor Law; working knowledge of and ability to apply standards of conduct and codes of fair labor practices; ability to perform research in employee benefits and salaries; ability to negotiate equitable agreements; ability to perform salary and benefits computation; ability to create and maintain harmonious relationships; analytical ability.

## GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via United States Postal Service Mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted, including those sent via Columbia County inter office mail. Faxed Applications 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 at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a Change of Address Notification Form (available @ Civil Service or @ [www.columbiacountyny.com](http://www.columbiacountyny.com) and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No 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, cell phone calculators 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. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.

**FILING FEES:** A filing fee, as indicated on the front, will be required at time of application. Please write the examination no. and your social security no. on your money order, certified or bank 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/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change is preferred).** **PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.** Credit Cards are accepted, when paying in person, with a 2.35% charge plus an additional dollar..

**APPLICATION WAIVER FEE:** 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 by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at [www.columbiacounty.ny.com](http://www.columbiacounty.ny.com).**

**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. If you need an alternate test date, see Alternate Test Date Policy @ [www.columbiacounty.ny](http://www.columbiacounty.ny) or call this office at (518) 828-6622 prior to the examination.

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

**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/U.S. Secretary of Education. If your degree was awarded by an educational institution outside 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.

**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. Candidate may be responsible for fees associated with such an investigation. **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/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.

**Minimum Qualifications: (ON OR BEFORE LAST FILING DATE):**

- (a) Possession of a Master's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in labor relations, public administration, business administration, business management or related field and two (2) years of experience as a direct and active participant in collective negotiations, mediation, arbitration or adjustment of contracts and disputes between unions and employers; **OR**
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in one of the degree areas defined in (a) and three (3) years of experience as defined in (a); **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: A law degree may be substituted for one (1) year of the required experience outlined in (a) or (b).

**Series Name:** Personnel and Employee Benefits

**Subjects of Examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas:

**Advising and Interacting with Others**

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

**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.

**Administering a Negotiated Labor Agreement**

These questions test for a knowledge of labor/management issues relating to the administration of a negotiated labor agreement and the ability to interpret and apply the terms and conditions of the agreement. Questions may cover such areas as dealing with representatives of employee unions, employee grievances, disciplinary actions, arbitration, employee leave policy, performance evaluations, training, employee assistance programs, health and safety matters, layoff procedures, health insurance benefits, and salary adjustments.

**Public Personnel Administration**

These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

**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. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.**

**Use of calculators is RECOMMENDED**

**COLUMBIA COUNTY - AN EQUAL OPPORTUNITY EMPLOYER**