TIOGA COUNTY, NEW YORK
Personnel and Civil Service
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Bethany O'Rourke Personnel Officer

Open Competitive Examination Announcement

LICENSED PESTICIDE APPLICATOR (SEASONAL); T&E - EXAM # 81120

Issued: 06/19/2020

CAREFULLY read the following:

Application Deadline: **07/15/2020**
Please apply online at: https://www.tiogacountyny.com/departments/personnel-civil-service/ Review the information and instructions at the end of this announcement! Applications must be post marked on or before the application deadline date. Applications received or post marked after the application deadline date will be disqualified. There are **NO** exceptions.

The online application portal may not function if using a smart phone. If you are unable to apply online or if the portal is not functional, applications may be printed from our web site (*Civil Service – Application Forms*). Applications may also be obtained in our department during regular office hours.

Training & Experience Examination: No written examination. Applicants are rated based upon their **training and experience**. After the filing deadline, the Tioga County Personnel Department will notify approved candidates with instructions on how to access the on-line questionnaire. **The questionnaire must be completed by September 30, 2020 at 11:59 PM.** Notifications will be sent by email. If requested, the notice can be sent to the mailing address provided. If you have not received a letter **3 days before** the "completed by" date, call 607-687-8494

Application Filing Fee: $15.00*
Candidates must submit a separate application filing fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. The filing fee or fee waiver form for this examination must be received or post marked on or before **07/15/2020**. An applicant's payment or fee waiver form received or post marked after this date will be disqualified. There are **NO** exceptions. ****Online credit or debit card payment is subject to a surcharge. Credit or debit card payment is not available if paying in person, in our office***

LOCATION OF WORK	MINIMUM SALARY	VACANCIES
Soil and Water Conservation District	$30.00 / Hour	Filled provisionally

Residency Requirements: Candidates **ARE NOT** required to be legal residents of **Tioga** County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality. Immediate written notice should be given of any change in mailing address, legal residence address, email address, or name change by submitting the **Change of Information Form**. Failure to do so may jeopardize status on an eligible list. Be advised, the candidate may also be required to provide documentation to validate his/her new residence. Forms are available online or from the Personnel Department.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma AND possession of a valid commercial pesticide applicator license issued by the New York State Department of Environmental Conservation **(a copy of pesticide applicator license is required at time of application)**.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle operator's license that is appropriate for the operation of District vehicles.

Anticipated Eligibility: If you expect to complete the educational requirement **within 12 months of the written test date**, 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 Tioga County Personnel Department. Failure to submit proof of your completed educational requirements **within 12 months of the written test date**, may result in your removal from the eligible list.

Distinguishing Features of the Class: This position is responsible for administering pesticide and herbicide applications at various wetland and project mitigation sites. Work is performed in accordance with applicable policies, practices, and state or federal regulatory guidelines. The work season generally runs from May through September. The incumbent works under the direct supervision of the District Manager. Leeway is allowed for independent judgement. Does related work as required.

2. Licensed Pesticide Applicator (Seasonal); T&E # 81120

TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST

Subjects of Examination: There will be no written or oral test for this examination. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must first complete an examination application and return it to the Tioga County Department of Personnel and Civil Service on or before the last filing date of **07/15/2020**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on September 1, 2020, and approved candidates will be required to complete and submit this questionnaire between September 1, 2020 and 11:59 PM, September 30, 2020. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **07/15/2020.**

Candidates who fail to submit a questionnaire by 11:59 PM, **September 30, 2020**, will not receive a rating.

SEND CHECK OR MONEY ORDER payable to **TIOGA COUNTY TREASURER,** as directed above, and write the examination name(s) & number(s) on your check or money order. Submit this to the address above. If paying by cash, please bring payment(s) directly to the Tioga County Department of Personnel & Civil Service. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges. ***Online credit or debit card payment is subject to a surcharge. Credit or debit card payment is not available if paying in person, in our office.***

EXCEPTION TO THE APPLICATION FEE will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in title named for this examination;
3. Examination candidates receiving public assistance from a State or Local social service agency, and/or who are currently unemployed. Individuals wishing to claim this waiver of fee must complete the Application Fee Waiver Form at time of application. All information is subject to verification, and if found to be fraudulent, are grounds for barring examination or appointment.

Tioga County is an Equal Opportunity Employer

ADDITIONAL INFORMATION AND INSTRUCTIONS

ADDITIONAL EXAMINATION CREDIT – 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 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.

ADDITIONAL EXAMINATION CREDIT – Veterans or Disabled Veterans desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been* ***established***. It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores

ALTERNATIVE TEST DATE: When a candidate is aware of a conflict prior to the scheduled test date, the candidate must notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. Follow link to view this department's policy: http://www.tiogacountyny.com/media/1902/alternativetestdatepolicy.pdf

APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing): You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both ***State and Local*** government examinations, you must notify Tioga County Department of Personnel **no later than two weeks prior to the test date** of your intent to take both a State and a Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at www.tiogacountyny.com, or by calling (607) 687-8207. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

APPOINTMENT from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

BACKGROUND INVESTIGATION and Additional Screenings: Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. **Effective 01/01/16, a criminal background check is required prior to employment within any Tioga County department.** Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. Per Tioga County Civil Service Rule IX (3): A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

CHANGE OF ADDRESS: When a candidate's residence and/or mailing address changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form.** Documentation may o be required to validate a change in residence.

CHANGE OF NAME: When a candidate's name changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form.**

DISQUALIFICATION: Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

ELIGIBLE LIST: In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination ***may*** be used to fill vacancies in similar related titles.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: http://www.cs.state.ny.us/jobseeker/degrees.cfm or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

EXAM HOLDINGS: In the instance where both a ***promotional*** and an ***open-competitive examination*** are held for the same title, a mandated ***promotional list will be used first*** to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

EXPERIENCE: All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

FALSIFICATION of any part of the "Application for Examination or Employment", "Change of Information Form", or any related documentation may result in disqualification before or after examination in accordance with Tioga County Civil Service Rule IX and/or Civil Service Law Section 50.4.

FEES: Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. Candidates will be disqualified from taking the exam if the application fee or waiver form is not received, as directed, from the Tioga County Department of Personnel & Civil Service.

FORMAT: The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

FORMS: Civil Service Applications, Fee Waivers, Cross-File Notification, and Change of Information Form may be obtained online at: https://www.tiogacountyny.com/departments/personnel-civil-service/. These forms may also be obtained from the **Tioga County Department of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827, (607) 687-8207.**

MINIMUM QUALIFICATIONS: You MUST specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application. *Ambiguity and vagueness will NOT be resolved in your favor*.

NOTIFICATION: If an application is disapproved, notice will be sent by email. Applicants are responsible for checking their spam folder. Applicants who do not have email will be sent notice of admission or disqualification by postal mail to the address provided. *This department does not take responsibility for non-delivery or postal delay.* If the applicant does not receive either a disapproval letter or an admission notice **3 days before** the date of the exam, call (607) 687-8207.

RATING: This written and/or training and experience 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 and/or training and experience examination. A score of 70 is considered passing.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor*.

SPECIAL ACCOMMODATIONS: Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must notify the Tioga County Department of Personnel & Civil Service in writing and, if requested, provide documentation.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS and BOCES: 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 BOCES as involving direct contact with students, a clearance for employment from the State Education is required.