

**BEFORE APPLYING FOR THIS EXAM,  
PLEASE READ THIS IMPORTANT INFORMATION:**

**Applications/Fees will NOT be accepted after close of business on the date of the Application/Fee Deadline. If we do not receive your fee by the Application/Fee Deadline, your application may be DISAPPROVED.**

The application review fee is **NON-REFUNDABLE**. You will **NOT** receive a refund if your application is disapproved.

**HOW TO APPLY FOR THIS EXAM:**

- STEP 1:** **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.
- STEP 2:** **Submit a Civil Service application.** Go to: [mycivilservice.cayugacounty.us/exams](http://mycivilservice.cayugacounty.us/exams) and click on the "APPLY" button next to the title of the exam for which you are applying. Your application must show that you meet the minimum qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).
- STEP 3:** **Submit the application review fee. THIS FEE IS DUE BY THE APPLICATION DEADLINE.** We accept credit cards, checks, money orders, or cash. If paying with a check or money order, make payable to CAYUGA COUNTY. If paying with a credit card, please note that there will be a \$1.00 service fee.

**AFTER YOU APPLY:**

Approximately **5 DAYS before the exam date**, approved candidates will receive an Admission Notice which will specify the exam time and location. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 DAYS of the exam date, contact our office at 315-253-1284.

**CELL PHONE POLICY:** Cell phones, "Fitbits", smart watches, and all electronic or cellular devices are **NOT** allowed inside the building where the exam is held. Please leave these devices in your vehicle when you attend an exam. A violation of this policy may result in your disqualification.



# Cayuga County Department of Human Resources and Civil Service Commission

County Office Building, 2<sup>nd</sup> Floor  
160 Genesee Street  
Auburn, NY 13021

Phone: (315) 253-1284

Email: [civilservice@cayugacounty.us](mailto:civilservice@cayugacounty.us)

Website: [mycivilservice.cayugacounty.us](http://mycivilservice.cayugacounty.us)

Fax: (315) 253-1084

## CIVIL SERVICE EXAM (Open to the Public)

# Watershed Coordinator

Exam Date: Saturday, December 7, 2024

Exam Number

**OC# 60010-870**

Application Review Fee

**\$15.00 (non-refundable)\***

Application/Fee Deadline

**Wed., October 23, 2024  
(by 5:00 p.m.)**

**\*NOTE:** All application review fees are **NON-REFUNDABLE**. It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

**APPLICATIONS/FEES WILL NOT BE ACCEPTED AFTER CLOSE OF BUSINESS ON THE APPLICATION/FEE DEADLINE.**

**MINIMUM QUALIFICATIONS** (Candidates must meet the following requirements in order to take the exam.)

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Agronomy, Agricultural Engineering, Environmental Science, Environmental Studies, Natural Resources Conservation, Water Resources Planning, Soil & Water Science, or related field AND two (2) years of full-time experience (or its' part-time equivalent) in the field of soil and water conservation or closely related field, one (1) year of which must have been involved with program management or contract administration. *OR*
- (B) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Agronomy, Agricultural Engineering, Environmental Science, Environmental Studies, Natural Resources Conservation, Water Resources Planning, Soil & Water Science, or related field AND four (4) years of full-time experience (or its' part-time equivalent) in the field of soil and water conservation or closely related field, one (1) year of which must have been involved with program management or contract administration. *OR*
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**ADDITIONAL REQUIREMENTS:**

Possession of a valid NYS Driver's license at the time of the appointment.

**ANTICIPATED ELIGIBILITY (EDUCATION):** If you expect to complete the educational requirement by **June 7, 2025**, 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 Cayuga County Civil Service Commission. Proof must be submitted by **August 7, 2025**. Failure to do so will result in removal of your name from the eligible list.

**SALARY RANGE:** \$ 60, 000 - \$ 75,000

**VACANCIES:** The eligible list established as a result of this exam will be used to fill current and future vacancies as they occur in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

**SUBJECTS OF EXAMINATION:** A multiple choice test designed to evaluate knowledge, skills and/or abilities in the following areas:  
***(Exam Series: Soil and Water Conservation)***

### **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.

### **Principles and practices of soil and water conservation**

These questions test for knowledge of the proper methods and techniques used to facilitate land and water conservation, and may include such areas as: proper drainage and erosion control, soil types, and watershed, stream, and stream bank protection.

### **Resource conservation planning and management**

These questions test for knowledge of planning principles and practices in the soil and water conservation field and may include such areas as: interpreting topographic maps; erosion and sediment control; and proper conservation tillage and land, project, and construction management techniques.

### **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.

### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **Test guide:**

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: RECOMMENDED.** 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.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position responsible for providing overall program development, coordination, and securing funding sources of the Eastern Finger Lakes Coalition (EFLC) Watershed projects. The work involves extensive interaction with local, state, and federal officials to promote and assist with the coordination of EFLC initiatives. Work is performed under the general direction and oversight of the voting members of the EFLC and the Cayuga County Soil and Water Conservation District Executive Director. Supervision is exercised over administrative and environmental field staff directly associated with the EFLC. Does related work as required.

**RESIDENCY:** Candidates must be legal residents of NYS for at least 30 days immediately preceding the date of the written test. The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

**CAYUGA COUNTY JURISDICTIONS:** The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**VETERAN'S CREDIT:** If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

**SPECIAL REQUIREMENT 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 Department is required.

**ADDITIONAL CREDITS ALLOWED 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.

### **CROSS-FILING INSTRUCTIONS:**

**LOCAL-TO-LOCAL:** If you have applied for other local government exams, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

**LOCAL-TO-STATE:** If you have applied for both State and local government exams, you must notify the local civil service agency(ies) of your intent to take both a State and a local government exam. When taking both a State and a local government exam, you will be required to take all of your exams at a State examination center. You will be advised by letter when and where to report for your exams.

**PRE-EMPLOYMENT DRUG TESTING:** Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check (applicant must pay fee), to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**SECTION 23.2:** This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

**APPLICATION FEE WAIVER:** An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement.

**THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application.

**Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

**ELIGIBLE LIST:** The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

**CHANGE OF ADDRESS:** If you move, it is your responsibility to notify the Civil Service Office of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

**WEATHER EMERGENCY / EXAM CANCELLATION:** In the event of a weather emergency or cancellation of an exam, we will post it on our website at: [mycivilservice.cayugacounty.us/exams](http://mycivilservice.cayugacounty.us/exams).