



# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716) 938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

### NUTRITION PROGRAM DIRECTOR (WIC) -#72579

**Filing Date:**

Applications received by mail must be postmarked no later than **12/09/2022**.

Applications submitted electronically must be completed no later than **12/09/2022 11:59 PM**

**Exam Date:**

Examinations will be held on **01/28/2023 08:30 AM**

**Salary:**

**\$39.18 - \$43.47 per hour**

**Vacancy:** Eligible List may be used to fill vacancies which may occur within the Cattaraugus County Health Department, Olean, NY.

**Fee Paid By Employer.** Pursuant to the Collective Bargaining Agreement between the County of Cattaraugus and CSEA/AFSCME Local 1000, a \$15.00 examination-processing fee is paid on behalf of bargaining unit members participating in this examination.

**Promotion Qualifications:** Candidates must be permanently employed by the Cattaraugus County Health Department in a lower-grade position in the competitive class with 12 months of service, and meet the following Minimum Qualifications:

Either:

- A. Possession of a Bachelor's or Master's Degree in Nutritional Sciences, Community Nutrition, Clinical Nutrition, Dietetics, Public Health Nutrition, or Home Economics with specialization in nutrition; OR
- B. Possession of a current license to practice as a registered professional nurse issued by the State of New York; OR
- C. Possession of current certification and registration issued by the National Committee on Certification of Physician Assistants or the State of New York Education Department to practice as a Physician's Assistant.

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 New York State Civil Service website. You must pay the required evaluation fee.

NOTE: The minimum qualifications for this position are based on Federal Regulations 7 CFR § 246.2.

**DUTIES:** This is administrative and supervisory work which includes designing, implementing and directing a program with the objective of delivering supplemental food packages and education in proper nutrition to women, infants and children (WIC) of inadequate income who are at special risk by reason of inadequate nutrition or health care. The incumbent determines the priority of need of program applicants and designs supplemental food packages for participants. The work is carried out in accordance with department policies and state and federal guidelines and regulations. Work is performed under the general direction of a Health Commissioner or Public Health Director with leeway allowed for exercise of independent judgment in determining the means by which program objectives are carried out. A Nutrition Program Director does related work as required.

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

**Educating and interacting with the public** - These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or 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 others 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.

**Providing services to women, infants and children** - These questions test for knowledge of the special needs of the WIC program service population. Topics may include maternal and pediatric nutrition; breastfeeding and its relationship to the health, nutrition, and development of the infant; and common nutritional problems of low-income women, infants, and children up to age 5.

**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 and training** - These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

**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 is **allowed** for this examination.

**Seniority Points** will be added to an eligible's score as follows, based on the date of permanent appointment in the classified service of Cattaraugus County:

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

This 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 examination.

Applications will be accepted up to **December 9, 2022**, and may be obtained from the Cattaraugus County Civil Service website at: <https://www.cattco.org/human-resources/exam-info#application>.

### **Cattaraugus County – An Equal Opportunity Employer**

Issued: November 9, 2022

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application(s).

**CANDIDATES PLEASE NOTE:** Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

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.

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.

**APPLICATION REVIEW TOLERANCE POLICY**-For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions: 1) Candidates will be given a maximum tolerance of one (1) month. 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience. 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information). 4) Tolerance Policy does not apply where required work experience is set forth by law or rules. 5) Tolerance Policy does not apply to enable applicants to meet residence requirements. 6) Experience gained after filing date will not be considered. For more information regarding Tolerance Policy, please contact our office at (716) 938-2315

*Educational and/or age requirements must be met within 12 months of the announced exam date. Eligibility for appointment will be subject to candidates providing proof that education and/or age requirements have been met within one year of the announced exam date. If documentation does not prove that requirements were met within one year of exam date candidates will be removed from further eligibility for appointment.*