ANNOUNCEMENT OF OPEN COMPETITIVE EXAMINATION #68-259

EXAMINATION DATE: June 1, 2019

LAST FILING DATE: May 10, 2019
APPLICATIONS MUST BE POSTMARKED NO LATER THAN: May 10, 2019

SALARY: $42,147 - $62,558

MINIMUM QUALIFICATIONS:
Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master’s degree in planning, landscape architecture, public administration, economics or a related field; 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 planning, landscape architecture, public administration, economics or a related field and one (1) year of experience in municipal, community or regional planning; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

NOTE: PROOF OF EDUCATION MUST ACCOMPANY YOUR APPLICATION.

VACANCY:
At present there are no vacancies. The eligible list established as a result of this examination will be used to fill vacancies as they occur.
RESIDENCY REQUIREMENT:
Candidates must be legal residents of Cayuga County or one of the contiguous counties (Oswego, Onondaga, Cortland, Tompkins, Seneca or Wayne) for at least one (1) month immediately preceding the date of the written examination. Preference in certification for appointment may be given to residents of the City of Auburn under section 23-4A of civil service law. In accordance with the policies of the City of Auburn, you must comply with the residency requirements outlined in your contract.

APPLICATION FEE:
The fee of $15.00 is required for each separately numbered examination for which you apply. This must accompany your application.

NOTE: THIS FEE MUST ACCOMPANY YOUR APPLICATION.
Send Check or Money Order payable to the CITY TREASURER
Write the Exam Number on the Check or Money Order - DO NOT SEND CASH

As no refunds will be made if your application is disapproved, be sure to check your qualifications carefully with the requirements for admission and file for this exam only if you are clearly qualified.

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 by the close of business on the Application Deadline as listed on the Examination Announcement.

DISTINGUISHING FEATURES OF THE CLASS:
The work involves responsibility for completing components of planning projects related to economic and community development. The position involves responsibility for collecting data, and participating in studies which involve researching, investigating and analyzing economical, sociological and environmental factors as it relates to municipal planning. The incumbent in this position is responsible for performing assignments under close supervision relative to economic and community development for the purposes of business retention, housing and neighborhood revitalization. The work is performed under the direct supervision of the Director of Planning and Economic Development. The position differs from that of Senior Planner in that this position does not act as a lead on a project, but rather works closely with a Senior Planner for direction on projects assigned. Does related work as required.
SUBJECT OF EXAMINATION:
A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Sociological, economic, design and environmental factors involved in land use planning and community development
   These questions test for knowledge of the fundamental concepts, design issues, terminology and practices utilized in the land use planning field, including how to best benefit the social, economic and environmental welfare of a community using appropriate planning principles.

2. Community and regional land use planning, including zoning and subdivision regulations
   These questions test for knowledge of the concepts and accepted practices involved in community and large-area development planning, the laws and regulations governing site and subdivision planning, and typical project development and zoning issues, including related legal terminology.

3. Collection, analysis and presentation of data, including basic statistics
   These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis.

4. Understanding and interpreting charts, graphs, maps, and tabular material
   These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

5. Understanding and interpreting written material
   These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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: https://www.cs.ny.gov/testing/testguides.cfm

CALCULATOR:
Use of calculators is ALLOWED for this exam. 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.
BACKGROUND INVESTIGATION:
Applicants may be required to undergo a state and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background check may result in disqualification.

MULTIPLE EXAMINATIONS ON SAME DAY (CROSS FILERS):
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.

SPECIAL ACCOMMODATIONS:
If you are a person with a disability and need accommodation in order to participate in the examination, please note on the application. Then on or before the last filing date of the examination, you should describe the accommodations you need in a separate letter to the Auburn Civil Service Commission.

RELIGIOUS OBSERVER:
If you need special arrangements to take this Examination because you are a religious observer (for religious reasons you cannot be tested on the scheduled examination date), please note on the application. We will send you an admission notice with special arrangements for the time, date and place of your examination.

MILITARY/ACTIVE DUTY:
A candidate who is approved to take this examination and who is serving on active duty on the date of this exam may be eligible for a military make-up exam at a later date.

VETERANS CREDITS:
Veterans or Disabled Veterans who have served on active duty during creditable periods of war will be eligible for veteran’s credits. The applications for veteran’s credits are available in the Auburn Civil Service Office. All veteran’s credits applications must be notarized and accompanied by a certified copy of your DD-214. Both forms must be submitted to the Auburn Civil Service Office before the eligible list is established.

This written examination is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23.2 of Civil Service Law. The provisions of N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.
HOW TO APPLY:
You may obtain applications from the Auburn Civil Service Office at Memorial City Hall between the hours of 8am and 4pm. To request by mail send a self-addressed ($0.98 postage) envelope to:

Auburn Civil Service Commission
Memorial City Hall, Room 211
24 South Street
Auburn, NY 13021

Applications are available online. Website for the City of Auburn Civil Service office is: www.auburnny.gov under Job opportunities.

TIME AND PLACE OF EXAMINATION:
Approved candidates will be notified by mail regarding the time and place of the exam in Auburn. Candidates will not be admitted to the examination unless they have an admission letter and photo id. If notice of approval or disapproval is not received seven (7) days prior to the exam date, please notify the Auburn Civil Service Office – 315-255-4141.

GENERAL INSTRUCTIONS AND INFORMATION:

1. Falsification of any part of the "Application for Examination" will result in disqualification.
2. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved.
3. Appointments from an eligible list must be made from the top three candidates willing to accept the appointment. The duration of the eligible list must be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Auburn Civil Service Office of any changes of name and/or address. No attempt will be made to locate candidates who have moved.
5. The passing grade for this examination is 70.0
6. If you are taking another civil service exam scheduled for the same day as this exam, please note this on your application. Include the exam number, title and the Civil Service agency that is holding the exam. (See Cross-Filers)

Auburn Civil Service Commission:

John C. Hardy
Laurie A. Turo-Butler
Tricia Kerr

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