



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title: Safety Specialist
Number: 85084010
Salary: \$60,204 – Dutchess County (2024 Salary)

Date of Examination: 03/01/2025
Applications Accepted Until: 01/16/2025
Applications postmarked 01/16/2025 will be accepted.
Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is NOT accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Department of Human Resources – Risk Management Division.

MINIMUM QUALIFICATIONS: On or before March 1, 2025, to be eligible for this examination, applicant must meet the following minimum qualifications: Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) An Associate's degree (or higher) in Occupational Safety, Occupational Safety and Health, Industrial Safety, or a closely related field;
OR: (B) Two (2) years of paid work experience involving developing, administering, monitoring or enforcing an occupational safety program*.

*The occupational safety program duties must have been the primary responsibilities of the position; safety procedures performed in the completion of one's primary duties of construction, maintenance, etc. do not qualify.

Anticipated Eligibility – Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENTS:

- 1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
2. Employee may be required to complete and maintain certification requirements in various areas of occupational safety and health as defined by the employer.

DUTIES: This is a technical position in the Dutchess County Department of Human Resources – Division of Risk Management responsible for assisting in the planning, organizing and enforcing of a safety program for Dutchess County. The incumbent will be assisting in the development of and will be conducting regular training sessions to support the County's safety program. In addition, this position performs inspections of facilities, equipment, operational activities and employee work habits for safety purposes. Besides conducting regular inspections, this employee must respond to safety emergencies by investigating accidents and complaints and recommending corrective actions. The position also assists in all activities covered by the office, such as responding to questions on the workers compensation plan and health insurance. Work is performed under the general supervision of the Assistant Director of Risk Management. Supervision over the work of others is not a function of the position. Travel in the course of a workday to training and inspection sites is required. EXAMPLES OF WORK (Illustrative Only): Inspects County owned and leased facilities and equipment, noting safety violations and hazards; conducts workplace violence investigations, completes reports and provides recommendations for corrective action or referral to appropriate staff; prepares written report on all inspection findings, including all violations of standards with appropriate recommendations and requirements for supervisor and department head review; reviews departmental operational activities and employee work habits for safety purposes and recommends procedural modifications to ensure compliance with safety regulations; assists in the determination of training programs to be offered, either in response to new mandates or based on a review of statistical and accident reports to determine areas of need; develops training program outline, including selection and or development of course materials; involves review and summary of available materials or contact with equipment manufacturers to obtain appropriate safety specs; conducts employee safety training programs as required; investigates reports of unsafe conditions, recommends immediate corrective action when necessary and follows through until violation is corrected; assists with the interpretation of OSHA, PESH and other safety standards and advises employees on interpretation and application of said standards; works with inspection staff from outside regulatory agencies, i.e. NYS Department of Labor, in the investigation of reports of potentially unsafe conditions; prepares and maintains a variety of correspondence and documentation, including incident reports, official responses to safety citations, training records and SDS (Safety Data Sheets); reviews injury/illness claims for state reporting requirements (SH900) and statistical information and recommends preventive measures against future claims; assists in the general operations of the Office of Risk Management, including office coverage and responding to employee/retiree questions regarding benefits, workers compensation, and safety

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

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.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

Statutory and regulatory requirements relating to occupational health and safety, and building safety

These questions are designed to test the candidates' knowledge of those State and Federal laws, rules and regulations that pertain to worker safety and health practices and building safety. Questions may be drawn from, but are not limited to, the New York State Uniform Fire Prevention and Building Code, Occupational Health and Safety Administration, National Fire Protection Association, Life Safety Standards, and New York State Department of Labor safety and health regulations.

Occupational health and safety including accident prevention and control

These questions test for knowledge of the principles and practices of occupational health and safety, and accident prevention and control, including such areas as causes of accidents, accident rates, behavior and attitudes of workers and supervisors, accident investigations and interviewing techniques, and types of accident prevention and safety programs.

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.

The use of calculators is ALLOWED for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

*****IMPORTANT
ISSUED: 12/20/2024

SEE REVERSE

IMPORTANT*****

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or dutchessny.gov/jobs**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

MULTIPLE EXAMINATIONS: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a Cross-Filer Form**, available on the Dutchess County website www.dutchessny.gov, to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWBZ
1390AM	1450AM	1260AM	97.7FM	1220AM	107.3FM/93.3FM
101.5FM	92.1FM	104.7FM		103.1FM	

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit 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.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

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 or any similar devices are prohibited.

ADMISSION TO EXAMINATION: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held.* At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

“**HOW TO TAKE A WRITTEN TEST**” and questions and answers about **MUNICIPAL CIVIL SERVICE EXAMINATIONS** publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.