



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

Title: Assistant Director of Risk Management  
Number: 87336010  
Salary: \$72,233-88,622 – Dutchess County (Management Salary)

Date of Examination: 10/26/2024  
Applications Accepted Until: 09/20/2024  
Applications postmarked 09/20/2024 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 – Division of Risk Management.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before October 26, 2024:  
EITHER: (A) Bachelor’s degree or higher in Business Administration, Public Administration, Accounting, Finance or a closely related field and three (3) years of work experience in program administration related to insurance, benefits, contracts or safety, one (1) year of which must have been in a supervisory capacity;  
OR: (B) Associate’s degree in Business Administration, Public Administration, Accounting, Finance or a closely related field and five (5) years of experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity;  
OR: (C) An equivalent combination of the training and experience within the limits of (A) and (B) above.

**NOTES:**  
1) Supervision must have been in the area of the program administration.  
2) For qualifying work experience, program administration is defined as responsibility for the day-to-day operations of the program, including but not limited to planning, coordinating, developing and implementing procedures, budgets, reports, etc., at a level that is not clerical/data entry, ministerial in nature or related to determining eligibility.  
3) Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**SPECIAL REQUIREMENT:** Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position

**DUTIES:** This position is responsible for assisting the Director of Risk Management in the development, administration and analysis of a comprehensive risk management and insurance administration program for the County. This position performs managerial duties and assists the Risk Manager in reviewing all County operations, programs and facilities to identify and analyze risks that would cause major financial loss to the County. The municipal insurance needs of the County cover a wide scope of areas including, but not limited to, property and liability, Worker's Compensation, employee benefits, malpractice, automobile, marine, aviation and boiler and machinery. Responsibilities include assisting with implementation of policies and procedures relating to the administration of insurance programs, safety programs, claim settlement and the prevention of losses. Work is performed under the general direction of the Director of Risk Management. The incumbent works very closely with the Department of Human Resources, staff of the County Executive and Budget Office, County Attorney’s Office and the Finance Department in the administration of established risk management programs to meet all the financial and legal needs of the County. **EXAMPLES OF WORK (Illustrative Only):** Consults with the Director of Risk Management on all matters and in all areas of assigned responsibility and in providing technical assistance on all insurance related matters to County administrators, department heads and County negotiating teams; oversees the auto liability and repair process, including but not limited to eligibility, investigation and claims processing, subrogation and settlement, ensuring determinations are made in conformance with established administrative guidelines and directives, contract provisions and all applicable legal requirements and restrictions; oversee the Unit’s administration of employee and retiree health benefits, which may include medical leaves of absence (for example: Workers’ Compensation, Paid Family Leave (PFL), Disability, etc.); gathers information to assist in the investigation of accidents, injuries and notice of claims, and oversees the preparation of material and evidence for County use in hearings, law suits and insurance investigations; participates in reviews of contracts, leases and permits entered into by the County to ensure that all necessary insurance coverage and safety standards are met.

**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.  
**Understanding and interpreting tabular material**  
These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.  
**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.

**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>.

The use of calculators is **RECOMMENDED** for this exam.

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

\*\*\*\*\*IMPORTANT  
ISSUED: 08/30/2024  
SEE REVERSE  
IMPORTANT\*\*\*\*\*

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE  
AT <https://dutchess-portal.mycivilservice.com/> or [www.dutchessny.gov](http://www.dutchessny.gov)**

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-File Form**, available on the Dutchess County website [www.dutchessny.gov](http://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/WDH	WKIP/Q92	WBNR/WSPK	WCZX	WGNV	WRWD/WBWZ
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](http://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](http://www.cs.ny.gov/testing/localtestguides.cfm).