

CORTLAND COUNTY CIVIL SERVICE AND PERSONNEL DEPARTMENT PERFORMANCE TEST POLICY

The purpose of this policy is to ensure candidates receive adequate understanding of the nature and procedure of performance tests. An examination announcement for a written exam shall indicate whether or not a performance test is required. Currently performance tests are required for the following Civil Service examinations: County Deputy Sheriff/ Police Officer, Dispatcher, and various clerical titles (i.e Keyboard Specialist, Account Clerk, Sr. Keyboard Specialist, Senior Account Clerk, Secretary and related titles).

Clerical Titles ó Typing Performance Test

Format: A five (5) minute computerized timed typing performance test will be administered on a standard personal computer (PC) or word processor which uses a standard keyboard. The candidate will be rated on a pass/fail basis. The number of words per minute that are required will be listed on the examination announcement for each position.

Waiver: The Cortland County Personnel & Civil Service Department will allow a waiver of the performance test should a candidate provide valid documentation that they have tested and passed a typing performance test at the announced rate of speed or higher in Cortland or any other civil service agency in New York State with in the past 4 years from the date of Cortland County's written exam.

If a candidate is employed by Cortland County, or a public agency or jurisdiction served by Cortland County, and presently holds permanent or contingent permanent status in a title for which passing of a performance test at the announced rate of speed or higher was required for appointment, the performance test may be waived.

Retesting: Should a candidate fail to pass the performance typing test they will be allowed to retake the test one final time. Retest will be held immediately following the first attempt.

If a candidate fails to qualify the second time, they will be considered to have failed the entire exam and their name will not be certified to appointing authorities.

NOTE: Failure to appear for a scheduled performance typing test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.

Special Accommodations: Requests for special accommodations due to disabilities or for any other reasons must be submitted in writing to the Civil Service

Department and received at least three (3) weeks prior to the date of the performance test. Medical documentation will be required for requests due to disability. Candidates will be notified, prior to the performance test, whether or not their request has been approved.

Dispatcher Keyboard Performance Test

Format: The E-911 keyboard performance test will be administered on a standard personal computer (PC). The test is designed to test a candidate's ability to enter the kinds of data that emergency telecommunications deal with on a daily basis. The test will be scored on a pass/fail basis. Rate of speed and percent of errors will be stated on the examination announcement.

Waiver: The Cortland County Personnel & Civil Service Department will allow a waiver of the E-911 keyboard performance test should a candidate provide valid documentation that they have tested and passed a dispatcher keyboard performance test in another County in New York State within the past 4 years.

Retesting: If a candidate should fail to pass the Performance Keyboard test, they will be allowed to retake the test one final time. Retests will be held immediately following the first attempt.

If a candidate fails to qualify the second time, they will be considered to have failed the entire exam and their name will not be certified to appointing authorities. Candidates cannot be tested again until the written examination is offered again. At a minimum this wait would be one (1) year.

NOTE: Failure to appear for a scheduled performance 911 performance test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.

Special

Accommodations: Requests for special accommodations due to disabilities or for any other reasons must be submitted in writing to the Civil Service Department, as directed on the application for examination, and received at least three (3) weeks prior to the date of the performance test. Medical documentation will be required for requests due to disability. Candidates will be notified, prior to the performance test, whether or not their request has been approved.

Police Officer, County Police Officer (Deputy Sheriff) Physical Fitness Screening Test and Agility

Format: Prior to appointment, all candidates must undergo a physical fitness screening test conducted in accordance with section 6000.8 of the MPTC standards. Candidates who successfully complete all three (3) of the

physical fitness screening test elements as well as other relevant pre-offer conditions shall undergo a medical review conducted by a qualified physician/practitioner in accordance with section 6000.4 of the MPTC standards. The medical review shall be conducted only after a conditional offer of employment has been given to the candidate by the appointing authority.

Waiver: The Cortland County Personnel/Civil Service Department DOES NOT allow waivers for the physical fitness screening test.

Retesting: If a candidate should fail to meet any one element of the physical fitness screening test, they will be allowed to retake the test one final time starting with the failed component of the agility test. Retests will be held within one (1) week of the first performance test or at the Department's earliest possible convenience. A maximum of two physical fitness screening test will be allowed for any candidate

If a candidate fails to meet any one or more element of the physical fitness screening test after being retested they are considered to have failed the entire exam and their name will not be certified to appointing authorities.

All physical fitness screening test results are valid for the duration of the eligible list regardless of the length of validity of the eligible list.

NOTE: Failure to appear for a scheduled physical fitness screening test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.

Correction Officer Physical Fitness Screening and Agility

Candidates will be required to pass a qualifying physical agility test. Those candidates who are subsequently offered employment will be required to pass a medical exam. Finally, a psychological test will be required. Failure on any qualifying test will bar candidates from appointment. We reserve the right to schedule these examinations for only as many candidates necessary for vacancies as they occur during the life of the eligible list. Copies of the physical fitness and medical standards are available upon request from the Department of Personnel/Civil Service.

Waiver: The Cortland County Personnel/Civil Service Department DOES NOT allow waivers for the physical fitness screening test.

Retesting: If a candidate should fail to meet any one element of the physical fitness screening test, they will be allowed to retake the test one final time starting with the failed component of the agility test. Retests will be held within one

(1) week of the first performance test or at the Department's earliest possible convenience. A maximum of two physical fitness screening test will be allowed for any candidate

If a candidate fails to meet any one or more element of the physical fitness screening test after being retested they are considered to have failed the entire exam and their name will not be certified to appointing authorities.

All physical fitness screening test results are valid for the duration of the eligible list regardless of the length of validity of the eligible list.

NOTE: Failure to appear for a scheduled physical fitness screening test will be considered an unqualified declination and the name of such candidate will be eliminated from further certification.