

CORTLAND COUNTY PERSONNEL/CIVIL SERVICE 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 Correction Officer. Effective 4-1-17, various clerical titles (i.e Keyboard Specialist, Account Clerk, Sr. Keyboard Specialist, Senior Account Clerk, Secretary and related titles) will no longer require typing tests.

Special Accommodations:

Requests for special accommodations due to disabilities or for any other reasons must be submitted in writing to the Cortland County Personnel/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.

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.

Candidates who are unable to attend may be excused in accordance with the Policy on Alternative Test Dates.

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.

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 will allow a waiver of the physical agility performance test should a candidate provide valid documentation that they have tested and passed an MPTC approved Police Officer physical agility performance test in another County or at an MPTC approved Police Officer Basic Training Academy in New York State within (6) months of the scheduled agility for Cortland County. Candidates must notify the Cortland County Personnel/Civil Service Department in writing of their request to waive the physical agility performance test by no later than (2) business days prior to the scheduled agility for Cortland County. If a candidate fails to contact the Cortland County Personnel/Civil Service Department in accordance with the timelines specified above, and does not appear at the scheduled agility for Cortland County, they are considered to have failed the agility and their name will not be certified to appointing authorities. The Cortland County Personnel/Civil Service department will not, for any reason, offer the candidate a separate agility if they cannot attend or supply valid documentation that they have tested and passed another agility within the specified timelines above.

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. Candidates who are unable to attend may be excused in accordance with the Policy on Alternative Test Dates. If a candidate's reason for requesting an alternative test date is approved due to their own medical emergency as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Department as soon as they are medically cleared to participate. Candidates who are not cleared to participate within three months past the scheduled physical agility date must contact the Personnel/Civil Service Department to discuss their status. If a candidate's reason for requesting an alternative test date is approved due to a medical emergency of an immediate family or household member as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Department within two weeks of the physical agility test date for a status update. A maximum of two physical fitness screening tests 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 or fails to contact the Personnel/Civil Service Department in accordance with the timelines specified above, 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

Format: 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 Cortland County Personnel/Civil Service Department.

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. Candidates who are unable to attend may be excused in accordance with the Policy on Alternative Test Dates. If a candidate's reason for requesting an alternative test date is approved due to their own medical emergency as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Department as soon as they are medically cleared to participate. Candidates who are not cleared to participate within three months past the scheduled physical agility date must contact the Cortland County Personnel/Civil Service Department to discuss their status. If a candidate's reason for requesting an alternative test date is approved due to a medical emergency of an immediate family or household member as outlined in the Policy on Alternative Test Dates, they must contact the Cortland County Personnel/Civil Service Department within two weeks of the physical agility test date for a status update. A maximum of two physical fitness screening tests 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 or fails to contact the Cortland County Personnel/Civil Service Department in accordance with the timelines specified above, 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.