



## EXAMINATION, OPEN TO THE PUBLIC

ISSUED: March 13, 2019

# PLANNER

EXAMINATION NO. **64747**

Steuben County

Read these instructions  
carefully and thoroughly.

April 10, 2019

June 1, 2019

**LAST FILING DATE**

**EXAMINATION DATE**

A NON-REFUNDABLE **\$15.<sup>00</sup> APPLICATION FEE** APPLIES FOR THIS TEST. See page 3 for details.  
INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.

**SALARY:** Varies according to location of appointment. For example, the current salary for this title in Southern Tier Central Regional Planning & Development Board is \$40,000 - \$45,000 annually.

**VACANCIES:** One at the present time. The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.

**RESIDENCY REQUIREMENT:** Candidates must have been legal residents of **Steuben County** for at least four months immediately preceding the date of the written examination.

For appointments in *other* than the County service: Per Civil Service Law Section 23.4-a., preference in appointment may be given to successful candidates who have been legal residents of the appointing municipality, school district, or special district for at least four months immediately preceding the date of the examination.

*Non-residents of the appointing municipality* may be required to indicate at the time of consideration for appointment that they will establish residency within the locality in accordance with conditions authorized by local laws or ordinances.

**MINIMUM QUALIFICATIONS:** POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE **CLEARLY DEMONSTRATED** ON YOUR APPLICATION.  
Either:

- (a) Graduation from a regionally-accredited or New York State registered college or university with a Master's Degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely-related field; or
- (b) Graduation from a regionally-accredited or New York State registered college or university with a Master's Degree in Geography, Government, Economics, Political Science, Sociology, Public Administration, Statistics, or a closely-related field and one year of experience in municipal community or regional planning or related work; or
- (c) Graduation from a regionally-accredited or New York State registered college or university with a Bachelor's Degree in Planning, Environmental Studies, Architecture, Engineering, Landscape Architecture, or a closely-related field and one year of experience in municipal, community or regional planning or related work.

**NEW HIRE DRUG SCREENING:** New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. **A positive screening will delay and may bar hiring.**



**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of limited office and field assignments in connection with municipal, regional, community, and environmental planning activities in the County Planning Department, Regional Planning and Development Board, or any other municipality under the jurisdiction of the Steuben County Department of Personnel and Civil Service. The work is carried out in accordance with well-established and accepted modern professional planning techniques and procedures and involves assisting higher-level professionals by providing support in all of the planning activities/projects undertaken by the department/agency. Since this is the entry-level position for college graduates who have specialized in their studies as described further in this specification, assignments are in keeping with the job level as well as the limited experience required of incumbents, with assignments increasing in complexity and responsibility as employees increase in professional competence. Work is performed under the direct supervision of a higher-level planning professional, with detailed instructions being given for all new or unusual assignments and some leeway allowed for the exercise of independent judgment in the carrying out of the routine details of assignments. Direct supervision at times may be exercised over the activities of non-professional staff assisting with particular projects. Does related work as required.

**SUBJECTS 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. Computer-assisted mapping, including geographic information system (GIS) applications**  
These questions test for knowledge of the concepts, terminology, and proper procedures to use when creating and revising maps and site plans utilizing GIS and computerized mapping software.
- 6. 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.

Candidates are **ALLOWED** to use quiet, hand-held, solar or battery powered calculators.

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 [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm) or from the Steuben County Civil Service Office.



**\$15 APPLICATION FEE: NO CASH ACCEPTED.**

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, **by check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

**NO REFUNDS:** No refund will be made to applicants who are *disapproved* or who *fail to appear* to the examination. Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates.

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are *clearly qualified*. Assistance is available from our office in person or by telephone at 607-664-2345.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** 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.

**GENERAL INSTRUCTIONS:**

1. Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East Pulteney Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at [www.steubencony.org](http://www.steubencony.org).
2. Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and **all statements made by candidates are subject to verification**.
4. Applicants must **answer every question** on the application form and provide an **original signature**. You may include a resume in addition to completing the application form; however, you may **NOT** substitute "See Resume" for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**
5. Be sure to KEEP A COPY of your application materials. The Department of Personnel and Civil Service does *not* provide copies of records you submit.
6. APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed *and primarily* responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid; 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 an application fee waiver, complete Application Item #13.
7. Accepted candidates will be notified of when and where to appear for the exam approximately one week before the scheduled date of the exam. None will be admitted to the examination without the official admission notice. If an application is disapproved, due notice will be sent.
8. This department does not make formal acknowledgment of the receipt of an application.
9. If you have not received your notice to appear for the exam by three days before the exam date, call 607-664-2345.
10. TESTING ACCOMMODATIONS: If special arrangements for testing are required (i.e. religious observance, disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.
11. INTERVIEW ACCOMMODATIONS: If special arrangements for interviewing are required (i.e. disability, temporary disability conditions), submit a written request describing your needs with the application form. See Application item #12.



12. VETERANS CREDITS: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" accompanied by the form DD-214 prior to the establishment of the eligible list. The Form DD-214 may be submitted with your application for examination or at any time prior to the establishment of the resulting eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.
13. Military Service members on active duty on the exam date may request a military makeup exam by calling 607-664-2345. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
14. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
15. Candidates who fail the examination or who fail to appear for the examination as scheduled will be eliminated from further consideration.
16. Under specific circumstances, an alternate test date may be arranged in accordance with established policy. Your request *and verifiable documentation* should be submitted at least one week prior to the test date or *in case of an emergency no later than 5:00 p.m. on the next business day* following the test. See Application item #12.
17. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service law. The provision of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
18. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
19. Your degree and/or college credits must have been awarded by a regionally-accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. If an educational institution outside of the United States and its territories awarded your degree and/or college credit you must provide independent verification of equivalency. You can call or write to our Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.
20. **Unless otherwise noted, candidates are allowed 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*. You will not be permitted to use the calculator function of a cell phone.

Nathan A. Alderman, Personnel Officer