



City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an Open Competitive Exam for
School Safety and Security Director Exam# 87640

Date of Exam: July 13, 2024

Last day to file: June 03, 2024

(Must be received by close of business NOT Postmarked)

APPLICATION FEE: A \$10.00 application fee is required and must accompany the application. Payment may be made in the form of cash, check or money order. Checks or money orders should be made payable to: CITY CHAMBERLAIN

VACANCIES: The eligible list established as a result from this examination will be used to fill any appropriate vacancies which may occur in this title in the Oneida City School District.

SALARY RANGE: \$60,000.00 Annually

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, AND at least (5) five years' experience as a Municipal, State, or Military Police Officer.

SPECIAL REQUIREMENTS:

Possession of a valid NYS Driver's License at time of appointment. License must remain valid throughout appointment to meet the transportation requirements of the job.

Possession of a valid NYS License and Permit required to carry a firearm. License and permit must remain valid throughout appointment to meet requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for directing and supervising school district safety and security functions, including but not limited to the following; security and safety of all students, staff and visitors, protect school property and maintain order in and around the school sites. The duties involve evaluating, developing, and monitoring programs, practices, measures and procedures as well as staff training. Provide intervention between students and/or staff using appropriate

techniques to calm and control situations. This position will involve District-wide responsibility and visibility. The employee reports directly to the District Superintendent and works under the general supervision of Administrators with wide leeway allowed for the exercise of independent judgment. General supervision is exercised over a subordinate security staff. Additionally, the School Security and Safety Director will perform related work as required and assigned.

TYPICAL WORK ACTIVITIES:

- Monitors district wide security camera live views and recordings from the School Security and Safety Director's Office at the High School as needed;
- Patrol School buildings, grounds and parking areas on a regular basis;
- Maintains order and compliance with the School District's code of conduct, policies, rules, and regulations;
- Monitors student activity in the hallways and intervenes proactively to prevent inappropriate and/or dangerous behavior;
- In conjunction with appropriate assigned staff, assists in supervision of the cafeteria during lunch periods and student dismissal areas at the end of the school day;
- Screen and control presence of visitors on school premises who are not students or staff;
- Develop and maintain a positive and open relationship with Students, Administrators, Faculty, Staff and Parents;
- Investigate and report all crimes and incidents occurring on and in the vicinity of school grounds, all violations of law, school rules, regulations or policies to District Administration;
- Enforce all governing New York State and Federal Laws, rules and regulation and assist schools in meeting requirements mandated by New York State Law;
- Advise School Administration of any circumstances or situations that may create any potential harm to persons, or damage to, or loss of property. Legally seize and store/dispose of any illegal substance or contraband seized by school officials as required/not required for evidence in prosecution;
- Participate in meetings with School Officials, Parents or the School Board to assist in dispute resolution and/or in developing policy and procedures concerning School Safety. Additionally, provide information to students and staff in regard to DWIs, weapons, sale of illegal drugs, etc.;
- Develop or expand crime prevention efforts for students. Educate potential school-age victims in crime prevention and safety;
- Serve as a liaison to Local Law Enforcement for any emerging safety and security related issues;
- Performs related duties as required by District Office Administration and/or Building Administration

SUBJECTS of EXAMINATION: Written 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.

Principles and practices of safety and security

These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

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: A Guide for the Written Test for Safety and Security is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATORS IS RECOMMENDED: The use of solar or battery operated calculators are recommended. Devices with typewriter keyboards such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are PROHIBITED. Candidates will not be permitted to use the calculator function on their cell phone.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with the New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations at the State examination center by calling 518-474-1802, no later than two weeks before the test date. **If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.**

RELIGIOUS OBSERVERS, PERSONS WITH DISABILITIES AND MILITARY PERSONNEL

CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form. Form may be downloaded online and/or picked up at City Hall in the Civil Service Office.

VETERAN CREDITS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veteran's credits in conjunction with each application filed. Candidates who wish to claim veteran's credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit but must meet all criteria for such credit prior to its use.

Veteran's credits can only be added to a passing score on the exam.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Oneida Civil Service Commission of any change in name, telephone number, or address. No attempt will be made to locate any candidate who has moved.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written exam five (5) days before the exam date, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

ALTERNATE TEST DATES: Alternate Test Dates may be arranged upon review of the circumstances according to the Alternate Test date Policy established by the CS Commission. Call thirty (30) days prior to the exam concerning the terms of the policy. For a copy of the policy, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or 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 State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed in the exam announcement. This form may be obtained on line or from the Civil Service Office.

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

Applications and additional information are available in the Civil Service Office,
City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421 315-363-2022 or
downloaded at our website www.oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission
Posted: 04/30/2024

Originally Prepared: 04/30/2024