

BROOME COUNTY DEPARTMENT OF PERSONNEL
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA
60 HAWLEY STREET, PO BOX 1766
BINGHAMTON, NEW YORK 13902
AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION FOR SUPERVISING FRAUD INVESTIGATOR

Exam Number: 60025250

EXAMINATION DATE: May 3, 2025

LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER*: February 28, 2025

***Processing Fee:** Twenty dollar (\$20.00) non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

If your application is disapproved, the fee will not be refunded. Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated. ***Only applications which are post-marked on or before the last date to file will be accepted. ALL INTER-DEPARTMENTAL MAIL MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE LAST DATE TO FILE, NO EXCEPTIONS.** FAXED APPLICATIONS WILL NOT BE ACCEPTED.

ADMISSION NOTICES WILL BE MAILED TO ALL APPROVED CANDIDATES APPROXIMATELY **8 DAYS** BEFORE THE EXAMINATION. IF YOU DO NOT RECEIVE YOUR NOTICE BY THE TUESDAY BEFORE THE EXAMINATION, PLEASE CALL 778-2222 or 778-2276.

It is the responsibility of the candidate to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. The candidate change of information form is available at www.gobroomecounty.com/personnel/forms.

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 a 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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or online at www.gobroomecounty.com.**

MINIMUM SALARY
\$69,169

VACANCIES**
Anticipated

LOCATION OF WORK
Broome County Department of Public Works/Security Division

Eligible list: The eligible list established as a result of this examination will be used to fill vacancies, as they occur, in all Broome County departments, towns, villages, school districts, and special districts under the jurisdiction of the Broome County Personnel Officer.

**Vacancies – Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position

Residency: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County, OR an adjoining county (TIOGA, CORTLAND, DELAWARE AND CHENANGO) at the time of examination except as stated in Resolution 21-253.

DUTIES: This position is responsible for the supervision of staff and related activities involving fraud investigations for the Department of Social Services. These activities are conducted under the authority of the Department of Social Services by the Security Division, pursuant to a Memorandum of Understanding with the Department of Social Services. This position recommends policies and procedures for the unit. In addition, the Supervisor is responsible for all aspects of civil, administrative, criminal or internal investigations relating to welfare fraud as may be required. This position has similar responsibilities as subordinate investigative staff, and in addition is responsible for coordinating and supervising the activities of subordinate investigative staff. It also provides litigation support as may be required for attorneys representing the Department of Social Services. This position is a New York State Peace Officer as defined by the New York State Criminal Procedure Law. The incumbent is involved in gathering evidence and documentation and interviewing defendants, witnesses, clients, and vendors. This position must adhere to legally prescribed confidentiality requirements. Investigative findings, as specified in the Memorandum of Understanding, can be communicated as required with designated staff of the Department of Social Services, District Attorney's Office, County Attorney's Office, and Security Division. This position is under the general supervision of the Director of Security and/or the Director's designee and is also subject to direct supervision by the Commissioner of Social Services and/or the Commissioner's designee. This position is of a highly confidential nature, evening work and other than normal schedules can be expected. Does related work as required.

MINIMUM QUALIFICATIONS:

- A) Completion of a minimum of 60 semester credit hours at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, and either:
- 1) three years of experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; or

- 2) three years of experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officers and a) successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR
- B) Completion of a minimum of 30 semester credit hours at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees and either:
 - 1) four years' experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers; or
 - 2) four years' experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law, and successful completion of the Municipal Police Training Council's Basic Course for Peace Officer, or two years' active military service*, and
 - a) successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR
- C) Graduation from high school or possession of an equivalency diploma and either:
 - 1) five years' experience as a Police Officer and successful completion of the Municipal Police Training Council's Basic Course for Police Officers or
 - 2) five years' experience as a New York State Peace Officer in a law enforcement agency as designated by the New York State Criminal Procedure Law Council's Basic Course for Peace Officer, or five years' active military service*, and
 - a) successful completion of the NYS DCJS or a municipal approved initial firearms and deadly physical force course; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C).

SPECIAL REQUIREMENTS: Successful completion of a background investigation, drug screening and psychological test will be required prior to appointment.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

- 1) Possession of the appropriate level Motor Vehicle Operator's License; AND
- 2) Possession of a NYS pistol permit.

*Active Military Service is defined as a member of the Army, Navy, Marine Corps, Air Force, Coast Guard, or the National Guard when in service for the United States. Such service must have been on a full-time active-duty basis other than for training purposes. Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.

Anticipated eligibility: If you expect to complete the educational requirement by December 31, 2025, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Broome County Department of Personnel. Proof must be submitted by March 1, 2026; failure to do so will result in removal of your name from the eligible list. You must meet the experience requirement, if any, before the examination date.

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.

Advanced investigative techniques

These questions test for knowledge of the more complicated and technical aspects of field investigations. The questions will cover such areas as: interviewing principles and practices, investigative principles, sources of information and reporting methods commonly used in field investigations, securing statements, rules of evidence and evidence collection, preparing cases for court or legal hearings, and testifying in the courtroom or in hearings. Many of the questions are situational in nature. The questions are generic rather than dealing with investigations in a particular field.

Evaluating information and evidence

These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts.

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.

The New York State Department of Civil Service has 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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>

Candidates must bring their picture ID and two sharpened #2 pencils to the examination. **USE OF CALCULATOR IS ALLOWED FOR THIS EXAMINATION.** Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Rating: This written 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 provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:

If you have applied for both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at <http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf> and should be submitted at least two weeks prior to the examinations. Failure to submit the cross-filing form in a timely manner may result in our not being able to accommodate your request to sit at your

choice of exam sites. When taking both a State and Broome County examination, you will be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your examinations.

Religious accommodation/handicapped candidates/military personnel: If special arrangements for testing are required, indicate this on your application form.

Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing. Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

Special Requirement for Appointment in School Districts and BOCES:

Per 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.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Children of Firefighters and Police Officers killed in the line of duty: "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 the Department of Personnel 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."

General Information/Instructions: A copy of the general instructions, announcement and applications may be obtained upon request to the Broome County Department of Personnel or from our website at www.gobroomecounty.com.

OC Exam Form 2024

Date of Issue: 2/12/25

Supervising Fraud Investigator-OC