

## ***10 Questions With The Personnel Director Rita Tickle***

### ***Q: What can I do if I would like to work for the City of Oswego?***

A: A citizen of Oswego who would like to work for the city needs to pick up an application at City Hall's Personnel Department on the third floor of City Hall.

### ***Q: How do I know when the City of Oswego is giving an exam?***

A: By checking this city's website. Upcoming exams as well as the application are listed under the Employment Information tab.

### ***Q: Are background checks compulsory to all those who apply for a city job? What about drug or alcohol screenings?***

A: Yes, background checks as well as drug and alcohol screenings are mandatory when applying for a job in the Police Department. Also, any other safety sensitive positions may require a background check, to ensure the safety of the City's people. Any position that requires a CDL must have a pre-employment drug and alcohol screening.

### ***Q: Why do I need to take a Civil Service Exam when I apply for a job?***

A: Every City of Oswego position does not require a Civil Service Exam; only those in a competitive class. In the long run, it has proven practicable to test for a city position.

### ***Q: What qualifications are considered when applying for a job?***

A: Overall, it depends on the job; we look for someone that has experience and/or relative education in the field where the position is held.

### ***Q: Is a college degree mandatory for all city jobs?***

A: No, few jobs require a college degree. Usually, we can substitute field experience for education.

### ***Q: What happens if I have a provisional appointment***

***and score poorly on the Civil Service Exam?***

A: Overall, it depends on how everyone else did on the test that applied to the position. If there are three or more passing a particular exam, then you will be removed from that position if the others had a higher score than you. If there are less than three people for passing a particular exam, then the resulting list is non-mandatory and you may be able to stay in the position you've been holding.

***Q: How can I prepare for a Civil Service Exam?***

A: New York State provides a pamphlet that discusses general pointers on ways to prepare you for an exam. You may also visit local libraries or bookstores in search of various study guides that may be provided for the exam for which you have applied.

***Q: How do you come to agreement of different labor negotiations?***

A: We come to the agreement of various labor negotiations by having both parties meet several times to present their proposals. After several meetings, each party then determines which proposals are most important. Usually, an agreement can be reached without the assistance of an outside authority.

***Q: If I want to apply for a job within the Oswego School District, where do I apply; the School District or City Hall?***

A: If you want to apply for a job within the School District you must apply at the School District Offices on East 1st Street. Once there, you will need to fill out an application for the School District. It may be necessary for you to fill out an application for the City of Oswego for exam purposes.

For further information you can contact Rita Tickle at 342-8159 or e-mail her at [rtickle@oswegony.org](mailto:rtickle@oswegony.org) ; She is located on the 3rd Floor, in the Personnel Department at City Hall.

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