

EXAMINATION OPEN TO THE PUBLIC

COMPUTER SPECIALIST- TRAINING
EXAM #15-410 (OC)

APPLICATIONS ACCEPTED CONTINUOUSLY

**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY**

EXAM DATES: *THIS EXAM WILL BE SCHEDULED PERIODICALLY. CANDIDATES WITH APPROVED APPLICATIONS WILL BE NOTIFIED BY MAIL OF THE NEXT SCHEDULED EXAM DATE.*

STARTING SALARY/RANGE: \$30,000 Madison-Oneida BOCES (2011)
Other Civil Divisions May Vary

VACANCIES: The eligible list, established as a result of this examination, will be used to fill existing vacancies, and all other vacancies as they occur in this title, under the jurisdiction of the Oneida County Commissioner of Personnel.

RESIDENCE REQUIREMENT: NONE

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, including or supplemented by twelve (12) semester credit hours in the fields of computer science, computer technology, data processing or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered year college or university with an Associate's Degree, including or supplemented by six (6) semester credit course in the fields of computer science, computer technology, data processing or a closely related field, **AND** two (2) years of micro-computer experience*; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience*, as defined in (B) above.

*Successful completion of **additional** credit hours in computer science, data processing or a closely related field, from a regionally accredited or New York State registered college or university, may be substituted for work experience above as follows: 3 credit hours = 1 month of experience.

- NOTE:**
- 1. Verifiable part-time and/or volunteer experience as defined in (B) above, will be pro-rated toward meeting full-time experience requirements.
 - 2. Applicants must meet the minimum qualifications on or before the date of the examination.
 - 3. Further verification may be requested from candidates to verify their academic qualifications.
 - 4. Must **submit** copies of transcripts if qualifying under (A) or (B) above.

DUTIES: The incumbent in this position is responsible for assessing and training staff on computer systems to implement and adapt computer software for their individualized use in processing data. An incumbent also operates computers and related peripheral equipment. The incumbent does related work as required.

SUBJECT OF EXAMINATION: The examination will consist of two parts: **a rated evaluation of training and experience** and a **qualifying pc-administered test**. You must pass the evaluation of training and experience in order to take the qualifying pc-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores.

Rated Evaluation of Training and Experience:

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant

achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas: **Computer Programming, Help Desk, User Support, Business/Systems Analysis.**

Qualifying pc-administered written test will be designed to test for knowledge, skills and/or abilities in such areas as:

1. **Logical reasoning and interpreting instructions for computer-related positions** -These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.
2. **Working effectively with others to solve job-related problems**-This test requires candidates to assume the role of a staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the test, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.
3. **User support and training**-The test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a users problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

CALCULATORS ARE PERMITTED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators ONLY. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are **PROHIBITED**.

RETEST POLICY: Candidates must wait six months before being allowed a retest.

WAIVER: If a candidate has previously passed an IT Qualifying Test prepared by the New York State Department of Civil Service that is the same test plan as announced, the qualifying test may be waived. A candidate requesting such a waiver must submit, **at time of application**, verifiable evidence of passing the qualifying test, including the name of the New York State Civil Service agency that administered the test and the test date.

ELIGIBLE LISTS: Candidates who meet the qualifications, and pass this examination, will have their names placed on the Eligible List, in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the Eligible List for one year. Appeal of ratings will not be allowed, as the opportunity for re-test exists.

TERMINATION OF THE PROGRAM: Oneida County Department of Personnel reserves the right to terminate this special recruitment program at any time, and re-establish a program of periodic testing for this title.

GENERAL INSTRUCTIONS

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED.** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.

4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.
5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.state.ny.us/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.
12. **ADDITIONAL CREDIT:** 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 this office 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.
13. **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.
14. **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 by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**

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**ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .**

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****