

DEPARTMENT PROMOTIONAL EXAMINATION

TELECOMMUNICATIONS SPECIALIST I
EXAM #77-538 (PROM)

JANUARY 6, 2010
APPLICATION DEADLINE DATE

JANUARY 23, 2010
EXAMINATION DATE

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE: \$41,000 Madison-Oneida BOCES

VACANCIES: There is currently one (1) vacancy at Madison-Oneida BOCES, Verona, NY. **The eligible list, established as a result of this examination, will be used to fill this vacancy and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.**

MINIMUM QUALIFICATIONS: Candidates must have permanent competitive status for a period of **twenty-four (24) months as a Telecommunications Specialist II** at Madison-Oneida BOCES.

NOTE: Applicants must meet the minimum qualifications on or before the date of the examination.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation in order to meet field work requirements in a timely and efficient manner. Possession of a valid New York State driver's license at time of appointment will be required. Incumbent must maintain license throughout appointment.

DUTIES: Responsible for the supervision of the installation, adjustment, maintenance and repair of a variety of on line data processing equipment and related instrumental network needs. Incumbent performs related work as required.

SENIORITY CREDIT: Computation of seniority points will begin from the date of original entry in the permanent classified service, of the jurisdiction in which promotion is sought. Points will be added to an eligible score, as follows:

| | |
|---------------------------------|----------|
| *Less than 1 year- | 0 points |
| *1 year up to 6 years - | 1 point |
| *Over 6 years up to 11 years - | 2 points |
| *Over 11 years up to 16 years - | 3 points |
| *Over 16 years up to 21 years - | 4 points |
| *Over 21 years up to 26 years - | 5 points |
| *Over 26 years - | 6 points |

SUBJECTS OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Principles of Data Communications-** These questions are designed to test for basic knowledge of data communications. They may cover, but not necessarily be confined to, characteristics of communications equipment, networks and transmission media; maintaining security; and monitoring performance.
2. **Repair, Maintenance, and Operating Characteristics of Electronic Equipment-** These questions test for knowledge of the operating characteristics, proper maintenance, troubleshooting, and repair of electronic equipment.
3. **Telecommunications Terminology, Equipment and Operation-** These questions test for knowledge of telecommunications technology, and may include such areas as terminology and equipment used, and operating and maintenance principles and practices involved in both voice and data transmission systems.
4. **Operation, Maintenance and Repair of Microcomputers and Related Equipment-** These questions test for knowledge of the operating principles of microcomputer systems and related peripheral equipment, including appropriate troubleshooting, maintenance, and repair procedures for these systems and this equipment.

5. **Installation, Maintenance and Repair of Computer Networks-** These questions test for knowledge of the principles and practices involved in the installation, maintenance and repair of computer network systems, and may include such areas as computer system and computer network operating procedures and terminology, system hardware, cabling, network set-ups, and troubleshooting network problems.
6. **Keeping Simple Inventory Records-** These questions test your skill in following instructions in order to keep accurate records of different materials received and distributed from a central location. You will be given written directions for a set of records and forms on which records are kept. You are to complete these forms from partially completed records or from lists of materials, then answer questions about the completed records. You may be asked to compute total costs from quantities and unit prices. The ability to add, subtract, multiply and divide will be required. Specific knowledge of record keeping systems and techniques will not be needed.
7. **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.

CALCULATORS ARE ALLOWED: 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**.

INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Please contact the Oneida County Department of Personnel at **315-798-5726** **AND** submit a completed **CROSS-FILER NOTIFICATION** form to our office at least two weeks prior to the test date. If you have applied for a State exam, **YOU MUST ALSO** make arrangements to take all exam titles at the State Exam site by calling **518-457-7022** two weeks prior to the test date.

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.**

Issued: 12/16/09

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

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