

SYSTEMS ADMINISTRATOR (OC)
RC/EL #19122

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Last date to file for Training and Experience is **July 1, 2019**

VACANCIES: Anticipated in the Rockland County Department of General Services and the Rockland County Department of Finance.

POSITIONS EXIST IN: The Rockland County Department of General Services and the Rockland County Department of Finance.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$74,488 annually for a 40-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is technical and administrative work of a complex nature which involves a responsibility for overseeing the day-to-day operations of computer systems used by various departments (e.g. Personnel, Finance, Purchasing). The work is performed under the supervision of a higher-level administrator, and work direction may be provided to others. Does related work as required.

MINIMUM QUALIFICATIONS: By the last filing date, you must have:

1. A Bachelor's degree or higher and three years of experience in systems administration, network administration, computer system support**, computer training**, systems analysis, programming or any combination thereof, at least one year of which must have included the use of software packages involving payroll, personnel, benefits, finance, or purchasing (e.g. Peoplesoft) as a primary function of the job, or
2. An Associate's degree or equivalent college credits (minimum of sixty credits) and five years of experience in systems administration, network administration, computer systems support**, computer training**, systems analysis, programming, or any combination thereof, at least three years of which must have included the use of software packages involving payroll, personnel, benefits, finance, purchasing (e. g. Peoplesoft), as a primary function of the job, or
3. Possession of an Oracle Certified Associate and five years of experience in systems administration, network administration, computer systems support**, computer training**, systems analysis, programming or any combination thereof, at least three years of which must have included the use of software packages involving personnel, benefits, finance, purchasing (e.g. Peoplesoft), as a primary function of the job, or
4. Any equivalent combination of 1., 2. or 3. above.

NOTES:

- a. A Bachelor's degree in Computer Science, Management Information Systems or Business Administration that included a minimum of twelve credits in Computer Science, Management Information Systems or comparable may be substituted for two years of the experience indicated in 1. above.
- b. Additional years of the experience described in 1. 2. and/or 3. above may be substituted for the Bachelor's degree on a year-for-year basis, up to four years.

**Qualifying system computer support and/or training experience must have substantially involved technical, professional, supervisory or managerial work on database platforms (e.g. Oracle, Microsoft SQL Server, Sybase, Unix, etc.) and/or Financial, HRMS or Supply Chain Management software (e.g. Peoplesoft, SAP, AMS Advantage).

(If using college credits to qualify, official college transcripts must be sent directly from the school to our department no later than August 1, 2019.) Student transcripts are not acceptable.

NOTE: Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. This form is also available on the Rockland County website: www.rocklandgov.com. You must pay the required evaluation fee.

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SYSTEMS ADMINISTRATOR #19122 (OC) (CONTINUED)

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:

1. Computer Programming
2. Help Desk
3. User Support
4. Business/Systems Analysis

QUALIFYING PC-ADMINISTERED TEST:

Only a sufficient number of candidates needed to fill the present vacancies will be nominated to take part in this qualifying portion of the examination. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be nominated to take the qualifying PC-administered test. The qualifying PC-administered test will be designed to test for knowledge, skills and/or abilities in such areas as:

Qualifying Multiple-Choice Test of 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.

Qualifying Simulation Test on 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.

Qualifying Simulation Test of 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 user's 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.

IMPORTANT: The training and experience questionnaire will be available on the Internet. Instructions for completing this questionnaire will be sent to all approved candidates after the last filing date for this examination. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receipt of your approval letter. Our office will then make arrangements to have you use one of the Rockland County Department of Personnel computers.