

**ASSOCIATE PLANNER (TRANSPORTATION) (OC)**  
**NYS #67-215 RC/EL #22110**

Examination to be held **August 13, 2022**; Last filing date **July 15, 2022**

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. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

**POSITION EXISTS IN:** The Rockland County Department of Public Transportation.

**RESIDENCE REQUIREMENTS:** All residence requirements for this examination have been waived.

**SALARY:** The starting salary is \$70,810 annually for a 40-hour work week with the County of Rockland.

**WHAT THE JOB IS LIKE:** This is technical professional transportation planning work of a complex nature involving the responsibility for planning and coordinating a variety of transportation planning activities, in accordance with county, state and federal guidelines and mandates. The work is performed under the direction of a higher-level administrator and supervision may be exercised over a small number of employees. Does related work as required.

**MINIMUM QUALIFICATIONS:** By examination date, you must have:

1. A Bachelor's degree in Planning (e.g., Urban, Regional or Community), Transportation Planning, Transportation Management, Civil Engineering, Geography, or comparable curriculum, and four (4) years of professional experience in transportation planning, or
2. A Master's degree in Planning (e.g., Urban, Regional or Community), Transportation Planning, Transportation Management, Civil Engineering, Geography, or comparable curriculum, and two (2) years of professional experience in transportation planning.

**NOTE:** Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**NOTE:** If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel no later than two (2) months after the exam date, October 13, 2022; student transcripts are not acceptable. 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](http://www.rocklandgov.com).** You must pay the required evaluation fee.

**SUBJECT OF WRITTEN EXAMINATION:**

1. 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.
2. Understanding and interpreting tabular material – These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.
3. Collection and analysis of transportation (esp. highway) data for use in system and performance measurement, planning, and project management – These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, report, and utilize various types of technical data and information related to highway transportation systems and projects, including the use of fundamental statistical concepts and analyses.
4. Transportation planning and program development, including sociological, economic, design, and environmental factors – These questions test for knowledge of the concepts, design issues, terminology, and proper practices utilized in the transportation planning and analysis fields, including how best to improve the quality of life, the economy, and the environment through transportation planning programs and projects.
5. 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.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Date Issued: 6/10/2022**