

SECURITY ADMINISTRATOR II (OC)
NYS #62-282 RC/EL #22181

Examination to be held **December 10, 2022**; Last filing date **November 7, 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 online, 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.**

POSITIONS EXIST IN: Rockland County Sheriff's Department, Rockland County Department of General Services and Town of Clarkstown.

Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

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

SALARY: The starting salary is \$94,518 annually for a 40-hour workweek with the County of Rockland.

WHAT THE JOB IS LIKE: This is technical and administrative work involving responsibility for participating in the development of policies and procedures to secure computer systems and for overseeing and participating in the installation of networking security systems and configuring, updating and maintaining security software, in order to ensure the safekeeping and protection of computer data from unauthorized intrusion, modification or destruction. This title is distinguished from that of Security Administrator in the level of independent judgment exercised and in the complexity of assignments. The work is performed under the supervision of a higher-level administrator and in accordance with computer network/system's security policy and supervision is provided to a small number of employees. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have:

- A. A Bachelor's degree and four (4) years of experience in security systems administration and/or network administration, at least three (3) years of which included the use of Firewall Management, routers, switches, LDAP, Radius, VPN, remote access, IDS/IPS and web filtering software as a primary function of the work or
- B. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and six (6) years of experience in security systems administration and/or network administration, at least three (3) years of which included the use of Firewall Management, routers, switches, LDAP, Radius, VPN, remote access, IDS/IPS and web filtering software as a primary function of the work.

NOTES:

1. A Bachelor's degree in Computer Science, Management Information Systems, Business Administration, or comparable curriculum, may be substituted for two (2) years of the required general experience.
2. Certification as a Novell Network Administrator or Novell Network Engineer may be substituted for one (1) year of the required general experience.

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, February 10, 2023; student transcripts are not acceptable. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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.

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.

SUBJECT OF WRITTEN EXAMINATION:

1. Administrative Techniques and Practices – These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.
2. Principles and Practices of LAN Administration – These questions test for knowledge of procedures and terminology applicable to administering a local area network (LAN). They cover such subjects as installing, configuring and upgrading a network; establishing user accounts and assigning access rights; monitoring network performance and troubleshooting; dividing networks and linking to other networks; creating and documenting procedures for users; and establishing and maintaining network security. The questions are not specific to any particular LAN.
3. Principles of Networked Communications – These questions test for basic concepts and terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.
4. Principles of Providing User Support – These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.
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 ALLOWED FOR THIS EXAMINATION

TEST GUIDE: 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: 10/03/2022