Rockland County
PERSONNEL

DATA MANAGER (SCHOOLS) (OC)
RC/EL #24051

Last date to file for Training and Experience is: **January 12, 2024**

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/examination process. 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.**

<u>**POSITION EXISTS IN**</u>: Clarkstown Central School District, East Ramapo Central School District and North Rockland Central School District.
Some of the agencies/departments listed above may not have vacancies or be filling their vacancies at this time.

<u>**RESIDENCE REQUIREMENTS**</u>: Candidates must be legal residents of Rockland County at the time of examination.

<u>**SALARY**</u>: The starting salary is $74,550 annually for a 35-hour workweek with East Ramapo Central School District. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

<u>**WHAT THE JOB IS LIKE**</u>: This is a technical position responsible for the management and support of data information systems and software applications generating databases used throughout a school district. This position is responsible for designing and customizing databases and queries to meet various user needs in regard to the collection, analysis, reporting and sharing of data. The work is performed under the general direction of a higher-level administrator and work direction (e.g., lead work) is provided to clerical or other support staff. Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

<u>**MINIMUM QUALIFICATIONS**</u>: By last filing date, you must have:
1. A Bachelor's degree or higher in Computer Science, Information Technology, Management Information Systems or comparable curriculum and one (1) year of paid work experience training users on software, creating databases and creating a variety of computerized reports by coordinating, managing, analyzing and manipulating; <u>or</u>
2. A Bachelor's degree or higher in Business Administration or comparable curriculum and three (3) years of paid work experience training users on software, creating databases and creating a variety of computerized reports by coordinating, managing, analyzing and manipulating data.

<u>**NOTE**</u>: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than ten (10) days after the last filing date, January 22, 2024; 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: https://rocklandgov.com/departments/personnel/guidelines-and-forms/.

<u>**NOTE**</u>: Any outstanding application documentation must be submitted to the Rockland County Department of Personnel no later than ten (10) days after the last filing 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.

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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. **User Support**
3. **Business/Systems Analysis**
4. **Web Site Development**

IMPORTANT: If your application is approved, instructions for completing training and experience questionnaire will be sent to you after the last filing date of this examination. The training and experience questionnaire will be available on the Internet, for your completion between **February 1, 2024** and **February 29, 2024**. 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.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of January 12, 2024.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **February 29, 2024,** will not receive a rating.

Date Issued: 12/12/2023