



SYSTEMS ADMINISTRATOR I (OC)
NYS #23946020 RC/EL #25153010

Last date to file for Training and Experience Rating is **June 9, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>

1. If applying online, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXIST IN: Rockland County Department of General Services and Rockland County Department of Finance.

RESIDENCE REQUIREMENT: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$90,281 annually for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

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. The work is performed under the supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. 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.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have:

1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of experience in systems administration, network administration, computer systems support*, computer training**, systems analysis, programming, or any combination thereof, at least three (3) years of which must have included the use of software packages involving payroll, personnel, benefits, finance, purchasing (e.g. Peoplesoft), as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience); or
2. A Bachelor's degree or higher and three (3) years of experience in systems administration, network administration, computer system support**, computer training**, systems analysis, programming or any combination thereof, at least one (1) year of which must have included the use of software packages involving payroll, personnel, benefits, finance, or purchasing (e.g. Peoplesoft) as a major function of the work (major function of the work is defined as 50% or more of the day-to-day work experience).

NOTES:

1. A Bachelor's degree in Computer Science, Management Information Systems or Business Administration that included a minimum of twelve (12) credits in Computer Science, Management Information Systems or comparable degree may be substituted for two (2) years of the experience indicated in 1. above.
2. Graduation from high school or possession of an equivalency diploma plus additional years of the experience described in 1. above may be substituted for the Bachelor's degree on a year-for-year basis, up to four (4) years.

*Knowledge of systems development, troubleshooting and computer software as it pertains to the agency's/departments functions to be demonstrated during the probationary period.

**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).

TRANSCRIPTS:

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**; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. 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://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

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SYSTEMS ADMINISTRATOR I (OC) #23946020 (CONTINUED)

ANTICIPATED ELIGIBILITY - AGE AND EDUCATIONAL REQUIREMENTS:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL 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.

SUBJECT OF EXAMINATION:

There will be no written or oral test for these examinations. Your examination score will be based on an evaluation of your training and experience. To have your training and experience evaluated, you must submit the appropriate Training and Experience (T&E) Questionnaire(s) by 11:59 PM EST, July 31, 2025. The Questionnaire(s) will be available July 1, 2025.

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**

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 **July 1, 2025** and **July 31, 2025**. 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 June 9, 2025.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **July 31, 2025**, will not receive a rating.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 5/9/2025