

**SENIOR HUMAN RESOURCES TECHNICIAN (PROM)**  
**NYS #70025340 RC/EL #26023010**

Examination to be held **March 28, 2026**; Last filing date **February 23, 2026**

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.

**PARTICIPATING AGENCY:** Rockland County Department of Personnel.

**For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.**

**SALARY:** In accordance with the appropriate labor agreement.

**WHAT THE JOB IS LIKE:** This is lead technical/professional work involving substantial responsibility for performing and overseeing a variety of complex personnel/human resources functions in accordance with applicable laws and rules. The work is distinguished by the higher-level scope of work assigned, the independent judgement exercised, the oversight of lower-level staff and the advisory nature of the work. Specific functions may include classifications and development of job specifications, recruitment and selection, civil service examination and eligible list administration, personnel related transactions, employee benefits and compensation, etc. The work is performed under the direction of a higher-level administrator and work guidance is usually provided to clerical and technical 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.**

**MINIMUM QUALIFICATIONS:** You must be currently employed by the **Rockland County Department of Personnel** and have two (2) years of permanent, competitive class status there as Human Resources Technician within a period of three years immediately preceding the date of the examination.

**NOTE:** If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**ALL 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. Advising and Interacting with Others – These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.
2. 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.
3. Public Personnel Administration (PAP) – These questions test for knowledge of the principles and practices used in applying New York State, federal, and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a government agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.
4. Recruitment, Selection and Placement – These questions test for knowledge of planning and implementing programs to hire employees for public sector titles and occupational fields. Questions may cover such areas as determining personnel needs; analyzing job content; ordering examinations; recruitment; and interviewing.

**USE OF CALCULATORS IS RECOMMENDED 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>.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 01/23/2026**