Rockland County
PERSONNEL

SYSTEMS ADMINISTRATOR I (OC)
NYS #24616020 RC/EL #26093010

Training and Experience Questionnaire Period: October 2026; Last Filing Date: September 11, 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.**

POSITION EXISTS IN: Rockland County Department of Finance, Rockland County Department of General Services and Rockland County Sheriff's Department.
Some of the agencies listed above may not have vacancies or be filling their vacancies at this time.

RESIDENCY 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 $92,312 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 for the daily operation, maintenance and support of computer systems and applications across multiple departments. The work is performed under the supervision of a higher-level administrator. Work guidance (e.g., lead work) may be provided to others. Does related work as required.

When completing the application, you must include the dates of employment, hours worked per week, job title, and primary duties for each position. Be specific—vague information will not be accepted. Incomplete applications or documentation may result in disqualification.

MINIMUM QUALIFICATIONS: At the time of examination, you must have:
1. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and five (5) years of paid work 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 paid work experience in systems administration, network administration, computer systems 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. An Associate's degree in Computer Science, Information Technology, Management Information Systems or comparable degree that included a minimum of twelve (12) credits in Computer Science, Management Information Systems or comparable curriculum may be substituted for two (2) years of paid work experience indicated in 1. above.
2. A Bachelor's degree or higher in Computer Science, Information Technology, Management Information Systems or comparable degree that included a minimum of twelve (12) credits in Computer Science, Management Information Systems or comparable curriculum may be substituted for two (2) years of paid work experience indicated in 2. above.
3. Graduation from high school or possession of an equivalency diploma plus additional years of paid work experience described in 1. or 2. above may be substituted for the college degree on a year-for-year basis.

*Knowledge of systems development, troubleshooting and computer software and applications 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: College transcripts must be sent directly by 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 accepted. Failure to meet this deadline may result in application disapproval and/or disqualification from an eligible list. Degrees and/or college credits must be awarded from a college or university accredited by a regional, national, or specialized accrediting agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were earned outside the United States or its territories, you must submit an independent equivalency evaluation. Candidates are responsible for all evaluation fees. Information on foreign education evaluations, including a list of approved evaluation services, is available here:
https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms

SEE NEXT PAGE

SYSTEMS ADMINISTRATOR I (OC) #24616020 (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.

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 meet this deadline may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. Deadlines are subject to change with notice from the Rockland County Department of Personnel.

SUBJECT OF WRITTEN EXAMINATION:
There will be no written test for this examination. Your score will be based on an evaluation of your training and experience. To be considered, you must submit the required Training and Experience Questionnaire by 11.59 PM EST on **October 31, 2026**. The questionnaire will be available **October 1, 2026.**

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**

IMPORTANT: If your application is approved, you will receive instructions for completing the training and experience questionnaire after the last filing date for this examination. The training and experience questionnaire will be available online, from **October 1, 2026,** through **October 31, 2026**. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 364-3737 immediately upon receiving your approval letter. Arrangements will then be made for you to use a computer at the Department of Personnel.

Candidates who fail to submit a questionnaire by 11:59 PM EST, **October 31, 2026**, will not receive a rating.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **September 11, 2026**.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: **08/06/2026**