



INFORMATION SERVICES SPECIALIST II (PROM)
NYS #24636020 RC/EL #26099010

Training and Experience Questionnaire Period: November 2026; Last Filing Date: October 12, 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 AGENCIES: Clarkstown Central School District, East Ramapo Central School District and South Orangetown Central School District.

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

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is technical work of a moderately complex nature which involves adapting software and developing programs for the computerization of a variety of records particularly those mandated by the State Education Department concerning students such as attendance, standardized test scores, demographics, etc. The incumbent will also be responsible for training, troubleshooting and supporting users on a variety of networked computer and electronic equipment. The work differs from the Information Services Specialist I in that the incumbent of this position will coordinate the work of the latter to conform with federal and state regulations and to disseminate information as reporting requirements change. The work is performed under the general supervision of the Director of Information Technology Services (ITS) or other higher-level administrator. Supervision may be exercised over clerical employees and direction is provided to others as indicated above. 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:

- 1. You must be currently employed by **Clarkstown Central School District** and have one (1) year of permanent competitive class status there as an Information Services Specialist I (Networked System) or Information Services Specialist I (Instructional Services) within a period of three (3) years immediately preceding the examination date; or**
- 2. You must be currently employed by **East Ramapo Central School District** and have one (1) year of permanent competitive class status there as an Information Services Specialist I (Schools) within a period of three (3) years immediately preceding the examination date; or**
- 3. You must be currently employed by **South Orangetown Central School District** and have one (1) year of permanent competitive class status there as an Information Services Specialist I (Networked System) within a period of three (3) years immediately preceding the examination date.**

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 the title required to apply for this examination.

SEE NEXT PAGE

INFORMATION SERVICES SPECIALIST II (PROM) #24636020 (CONTINUED)

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 **November 30, 2026**. The questionnaire will be available **November 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. User Support**
- 3. Business/Systems Analysis**

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 **November 1, 2026** through **November 30, 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, **November 30, 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 **October 12, 2026**.

Civil Service is an Equal Opportunity/Affirmative Action Employer