Rockland County
PERSONNEL

AMENDED
DATA MANAGER (SCHOOLS) (OC)
RC/EL #27004010

Training and Experience Questionnaire Period: January 2027 Last Filing Date: December 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: Clarkstown Central School District, East Ramapo Central School District, North Rockland Central School District and Pearl River School District.
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 $113,728 annually for a 40-hour workweek with the East Ramapo Central School District. Salary will be pro-rated for less than full-time positions. Salary may vary in other locations.

WHAT THE JOB IS LIKE: This is technical and administrative work involving the management, coordination and support of district-wide data systems and reporting functions. The incumbent ensures the accuracy, integrity and security of district data through the design, customization and maintenance of databases, reporting tools and information management applications. The position serves as the district's primary resource for student information systems, providing technical guidance, training and support to school personnel and administrators. Work guidance (e.g., lead work) is exercised over clerical or other support staff. 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. A Bachelor's degree or higher and two (2) years of paid work experience which involved working with databases, student information systems, data reporting, data analysis, records management, or related information systems which included experience generating reports, maintaining data integrity or providing technical support to users; or
2. A Bachelor's degree or higher in Computer Science, Information Technology, Management Information Systems or comparable degree and one (1) year of paid work experience which involved working with databases, student information systems, data reporting, data analysis, records management or related information systems which included experience generating reports, maintaining data integrity or providing technical support to users.

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

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.

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DATA MANAGER (SCHOOLS) (OC) #27004010 (CONTINUED)

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 **January 31, 2027**. The questionnaire will be available **January 1, 2027.**

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 **January 1, 2027** through **January 31, 2027.** 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, **January 31, 2027**, 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 **December 11, 2026**.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 11/05/2026
Date Amended: 11/13/2026