

NETWORK ADMINISTRATOR I (MIS) (OC)
RC/EL #17129

A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

EXAMINATION DATES
Selected Dates in December 2017

LAST FILING DATE
November 1, 2017

VACANCY: One in the Rockland County Department of General Services.

POSITION EXISTS IN: The Rockland County Department of General Services.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of Rockland County at the time of examination.

SALARY: The starting salary is \$74,488.00 annually for a 40-hour-work-week with the County of Rockland.

WHAT THE JOB IS LIKE: This is technical and administrative work of a moderately complex nature which involves responsibility for the installation, configuration and maintenance, including troubleshooting responsibilities, of network security hardware and software used by County departments and for providing technical support for network backup systems. The work is performed under the general supervision of a higher-level network administrator. Does related work as required.

MINIMUM QUALIFICATIONS: By the last date to file, you must have:

1. A Bachelor's degree and four years of experience in network administration, systems administration, computer system support, systems analysis, troubleshooting or any combination thereof; or
2. An Associate's degree and six years of experience in network administration, systems administration, computer system support, systems analysis, troubleshooting or any combination thereof.

NOTE: A Bachelor's degree or higher in Computer Science, Management Information Systems, Business Administration or comparable curriculum may be substituted for two years of the required experience.

SPECIAL REQUIREMENT: Certification in Novell Engineering (CNE) and/or Microsoft Certified Professional (MCP) is required at the time of appointment.

(Official college transcripts must be sent directly from the school to our department no later than December 1, 2017). Student transcripts are not acceptable.

Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. 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. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: www.rocklandgov.com.** You must pay the required evaluation fee.

SUBJECT OF EXAMINATION:

The examination will consist of two parts: a rated evaluation of training and experience to be conducted on the Internet and a qualifying PC-administered test. You must pass the evaluation of training and experience in order to take the qualifying PC-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores.

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. **Network Administration**
5. **Data Communications**
6. **Telecommunications**
7. **Business/Systems Analysis**
8. **Microcomputer Repair**

IMPORTANT:

The training and experience questionnaire will be available on the Internet. Instructions for completing this questionnaire will be sent to all approved candidates after the last filing date for this examination. If you do not have Internet access, please contact the Rockland County Department of Personnel at (845) 638-5200/5205 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.

SEE NEXT PAGE

NETWORK ADMINISTRATOR (MIS) I (OC) #17129 (CONTINUED)

QUALIFYING PC-ADMINISTERED TEST:

Only a sufficient number of candidates needed to fill the present vacancies will be called to take part in this qualifying portion of the examination. As additional vacancies occur, other candidates who were successful on the written portion of the examination will be invited to take the qualifying PC-administered test. The qualifying PC-administered written test will be designed to test for knowledge, skills and/or abilities in such areas as:

Qualifying Multiple-Choice Test of Logical Reasoning and Interpreting Instructions for Computer-Related Positions

These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

Qualifying Simulation Test on Working Effectively with Others to Solve Job-Related Problems

This test requires candidates to assume the role of staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the test, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.

Qualifying Simulation Test of User Support and Training

This test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a user's problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

SPECIAL NOTES:

The Rockland County Department of Personnel reserves the right to give the qualifying PC-administered test to only as many candidates as are needed to fill available vacancies. Candidates who fail the qualifying PC-administered test will not be offered an opportunity for a retest.

Qualifying test scores may be banked and applied to future examinations for up to one year for titles that require the same test plan.

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application and not a substitute for it. You are asked to include in your application a summary of all pertinent training and experience in sufficient detail. To receive credit for a job, basic employment information such as address, name and title of supervisor, hours per week, specific job duties, your job title, etc. must be shown.

Date Issued: 10/18/17