Department of Human Resources & Civil Service
Continuous Recruitment and Training & Experience Exam Announcement
Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

PA-0501-10   Programmer Analyst

Application Fee: **$15.00**

Exam Date: **May 1, 2010 –** This exam will be administered on the World Wide Web. All candidates who meet the minimum qualifications will be sent further details on this date.

Application Deadline: **April 2, 2010–** Applications must be submitted online or filed in our office by 5PM or postmarked by this date

Who May Apply: **Qualified residents of Monroe County**

Salary: **$32,500 - $50,000 annually (BOCES #1)**
$45,000 annually (Fairport Central School District)
$54,102 - $69,447 annually (Monroe Community College)

Employment Opportunities: **The Fairport Central School District has one (1) position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam.**

The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Minimum Qualifications:
Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A)   Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in a computer science field, plus three (3) years of paid full-time or its part-time equivalent* experience (co-op is acceptable) as a computer programmer, systems analyst, or computer operator on a fourth generation mainframe computer, two (2) years of which shall have been in programming; OR,

(B)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a computer science field, plus two (2) years of paid full-time or its part-time equivalent* experience as defined in (A) above, one (1) year of which shall have been in programming; OR,

(C)   Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus three (3) years of paid full-time or its part-time equivalent* experience (co-op is acceptable) as a computer programmer, systems analyst, or computer operator, two (2) years of which shall have been in programming for a fourth generation mainframe computer; OR,

(D)   Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

Applications for Re-testing:
Candidates may apply for re-testing **one (1) year** from the date they previously submitted their applications.

Special Requirements:
Candidates will be required to pass a pre-employment drug test for employment with Monroe County Government.

*part-time equivalent experience is as follows:
   0-9 hours per week = no credit
   10-19 hours per week = 1/4 (one-quarter) of full-time work
   20-29 hours per week = 1/2 (one-half) of full-time work
   30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Residency Requirement:
Applicants must be residents of Monroe County for at least four (4) months at the time of examination. Candidates who live outside of Monroe County, but within a school district whose civil service is administered by Monroe County, may apply to take the examination, but will only be eligible for appointment to positions in the school district. Please record the school district in which you live on your application.

Fees:
A $15.00 **Non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance

Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a $15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:
An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, provided Foster Care or Certified Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking Promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:
This is a technical position involving responsibility for the gathering and analysis of information for developing and modifying data processing systems. Employees in this class design and specify systems and methods for installing them, guide their installation, and are responsible for developing accurate and effective computer programs. Data gathering involves investigative research conducted at user departments. Employees analyze business procedures and problems to refine data in order to convert into programmable form for data processing. Work is performed under the direct supervision of a higher-level staff member within systems and programming.

Scope of Examination:
The examination will consist of two parts: a rated evaluation of training and experience 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:
All candidates who meet the minimum qualifications will be sent a questionnaire that asks for specific facts about 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:
Computer Programming
User Support
Business/Systems Analysis

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 test will be designed to test for knowledge, skills and/or abilities in such areas as:

1. Logical Reasoning and Interpreting Instructions for Computer-Related Positions

These multiple-choice 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 interpreting instruction questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

2. Working Effectively with Others to Solve Job-Related Problems

This simulation exercise requires candidates to assume the role of a 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 exercise, 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.

3. User Support and Training

This simulation exercise 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.

Qualifying test scores may be banked and applied to future examinations for up to **five (5) years** for titles that require the same test plan.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

- BASIC CIVIL SERVICE INFORMATION -

Applications:
If you are applying for more than Applications may be obtained at the address or web-site indicated at the bottom of this page.

Applications for Re-testing:
Candidates may apply for re-testing **one (1) year** from the date they previously submitted their applications.

Note:
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. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Eligible List:
Successful candidates will have their names placed on an eligible list for this title in order of their rating, regardless of the date on which they take the test. Candidates' scores from the different testing dates will be interfiled. The names of the successful candidates will remain on the eligible list for one (1) year to fill present and future vacancies.

Certifications and Appointments:
The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Appeals Process:
In accordance with Rule XII, Section 4b of the Rules of the Monroe County Civil Service Commission, a candidate may request within the period of ten (10) days after the date of the postmark of notification of final rating, a post rating review of the scoring of test papers with an opportunity to file an appeal objecting to determinations leading to the final rating and present reasons for the objections.

Background Investigation:
Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veterans Credits:
Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Children of Firefighters and Police Officers Killed in the Line of Duty:
In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Issue Date: March 15, 2010