

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Microcomputer Specialist

**EXAM NO:** 19268

**SALARY:** Depends upon Location: Newfield Central School \$25.00/hr Dryden Central School \$48,000

**EXAM DATE:** 03/01/18

**ISSUE DATE:** 01/11/18

**THE FINAL DATE TO FILE APPLICATIONS:** 01/26/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 03/01/18

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

### **LOCATION OF POSITIONS/VACANCIES:**

**There are currently two vacancies in the title of Microcomputer Specialist, one located at Newfield Central School and one located at Dryden Central School. The eligible list resulting from this examination may be used to fill any full-time, part-time, and/or temporary vacancies that may occur during the life of the eligible list.**

### **MINIMUM QUALIFICATIONS: EITHER:**

(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in computer science, computer information systems, electrical technologies or a closely related field **AND** one year full-time paid (or the equivalent part-time and/or volunteer) experience with a variety of microcomputer hardware and software.

(B) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in computer science, computer information systems, electrical technologies or a closely related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience with a variety of microcomputer hardware and software.

(C) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time (or the equivalent part-time and/or volunteer) experience with a variety of microcomputer hardware and software.

(D) Any combination of training and experience equal to or greater than that described on (A), (B), and (C) above.

**NOTE:** A Degree or experience in word processing will not be accepted as qualifying for the above minimum qualifications.

**SPECIAL REQUIREMENT:** Applicants must possess of a valid New York State motor vehicle operators license or otherwise demonstrate the ability to meet the transportation requirements of the job.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical support and application programmer/analyst position focused on adapting micro-computers to department and user needs. Working with various offices, classes and/or departments, the incumbent works from problem definition to implementation and support for the system designed. The work includes the application of both microcomputer hardware and software to meet the specific needs of the department. The incumbent may be required to develop course outlines and to provide training to users of various hardware and software. The incumbent performs these duties under the general supervision of the Director of Information Technology Services (I.T.S.), Department Heads, Division Heads, Teachers or Administrators. Wide latitude is allowed for the exercise of independent judgment. Although supervision of others is not a primary function of this position, the incumbent may be called upon to supervise work projects, work groups, and to provide technical supervision to departmental staff. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Provides training in the use of word processing, database, spreadsheet, e-mail, web browser, presentation, basic desktop publishing, utility, in-house developed and other software as well as best practices to promote data integrity and security;
- Maintains a library of PC related manuals, documentation, publications, etc.;
- Collects information from the department requesting computer support, analyzes that information to determine current basic operational requirements;
- Defines and researches problems in terms of logical relationships, system constraints, compatibility requirements, basic objectives, related manual processes, space, impact on resources, etc.;
- Recommends micro-computer hardware and software to support users' needs;
- Develops files, screens, interactive programs, macros, templates, etc.;
- Sets up micro-computer hardware with the proper cabling and connections (including networking with other PC's and/or Mainframe systems), installs and tests software to insure that the entire system is fully operational;
- Tests and modifies new system software during parallel operation with current system to assure reliability;
- Develops and documents operational procedures;
- Communicates with vendors and other technical support personnel to aid in the solution of problems regarding micro-computer hardware and software;
- Performs research related to computer equipment/software, specifications and cost information for budgetary analysis and planning;
- Provides Help Desk support for computer users for hardware and software;
- In a school district or BOCES, Micro-computer Specialists will, under the direction of a teacher, provide students with problem solving activities related to micro-computer hardware and software;

**ADDITIONAL TYPICAL WORK ACTIVITIES ASSIGNED TO COUNTY MICRO-COMPUTER SPECIALISTS:**

- Performs a variety of programming tasks using data base and spreadsheet software, may be required to use, Microsoft Access, Visual Basic, DOS batch files, Unix/Linux shell scripts, HTML, PERL, and other programming languages;
- In County Departments, Micro-computer Specialists will provide user training and help desk support for various telecommunications equipment including telephone systems;
- Receives, evaluates, and takes appropriate action on departmental requests for new telephone equipment, changes or modifications;
- Develops technical bid specifications and proposals;
- Analyzes and evaluates bid proposal responses culminating in recommendations for hardware, software, carrier and other services.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good technical knowledge of micro-computers hardware and software including DOS, Windows, Unix/Linux, database, spreadsheet and word processing;
- Presentation, desktop publishing, HTML; also peripherals like inkjet & laser printers, tape drives, scanners, digital cameras;

- Good technical knowledge of Local Area Networks (LAN) and Internet, especially TCP/IP-based services, with an emphasis on securing same;
- Good technical ability and knowledge of changing technology;
- Good judgment;
- Ability to train users in the use of micro-computer hardware and software;
- Ability to learn and support new PC software;
- Ability to learn new micro-computer system configurations;
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively both orally and in writing;

**School Districts and BOCES require:**

- Good technical knowledge of Local Area Networks (LAN);

**County Departments require:**

- Good knowledge of telecommunications equipment;
- Good knowledge of programming techniques and concepts, including microcomputer and mainframe software: database, spreadsheet, word processing, and related languages;
- Ability to write the technical portions of specifications for bid proposals;
- Physical condition commensurate with the demands of the position.

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**COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**

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:**

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:

Computer Programming

Help Desk

User Support

Network Administration

Data Communications

Business/Systems Analysis

Web Site Development

Microcomputer Repair

Qualifying Tests:

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### 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.

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

This test 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 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.

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### Qualifying Simulation Test of User Support and Training

The test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a users 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.

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

#### **RETEST POLICY:**

If the candidate fails the qualifying performance test, a request to retest must be presented in writing to Tompkins County Personnel, 125 E. Court Street, Ithaca, NY. The candidate must then wait six months before re-testing is allowed on the qualifying performance test.

#### **PERFORMANCE WAIVER POLICY:**

“If a candidate has previously passed an IT Qualifying Test prepared by New York State Department of Civil Service and using the same test plan as announced, the qualifying test may be waived. A candidate requesting such a waiver must submit verifiable evidence of passing the qualifying test, including the name of the Civil Service agency that administered the test and the test date.”

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â€

**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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850