

**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

TITLE: Probation Systems Analyst

EXAM NO: 67371

SALARY: \$33.01/hr 2022 Hire Rate

LOCATION: Probation Department

TYPE OF EMPLOYMENT: Full-time

EXAM DATE: 12/10/22

ISSUE DATE: 10/07/22

THE FINAL DATE TO FILE APPLICATIONS: 10/22/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 12/11/22

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.

THE USE OF A QUIET HAND HELD CALCULATOR IS ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITIONS/VACANCIES:

There is currently one vacancy in the title of Probation Systems Analyst located at Tompkins County Probation Department. The eligible list resulting from this open competitive 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: No later than the final filing date announced, the applicant must demonstrate -

(a) Graduation from a regionally accredited or New York State registered four year college of university with a Bachelors Degree in Computer Science, Electrical or Computer Engineering or a related field **AND** three years of full-time paid (or the equivalent part-time and/or volunteer) experience in computer application design and analysis using modern languages, database systems and communication systems; **OR**

(b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Computer Science, Electrical or Computer Engineering Technology, Communications Technology or related field **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience in computer application design and analysis using

modern languages, database systems and communication systems; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in computer application design and analysis using modern languages, database systems and communication systems; **OR**

(d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State motor vehicle operator's license at the time of appointment or otherwise demonstrate the ability to meet the transportation requirements of the job.

DISTINGUISHING FEATURES OF THE CLASS:

This position is primarily responsible for the overall data and technology systems in the probation department. Duties include working directly with the state oversight agency with respect to all probation data upgrades and changes; developing procedures to ensure implementation at the local level; developing, maintaining, and recommending computer and telephone systems (including hardware, software, networks, interconnectivity, etc.) and performing forensic analysis of probation client computers and other technological devices for the purpose of monitoring compliance with court ordered conditions of probation. This position is responsible for supervising a work group consisting of the administrative and support staff of the Probation Department. The incumbent coordinates activities with staff of the Information Technology Services Department when appropriate. The work is performed under the general supervision of the Probation Director, and the incumbent will exercise considerable autonomy when planning and carrying out the details of the work. The employee will be personally responsible for technical results. Given the forensic nature of the computer work, it is possible that the employee would be regularly exposed to pornographic images, which might cause some level of psychological distress or discomfort. The employee will have regular internal contacts within the department and with the Information Technology Services Department in order to collaborate on overlapping IT work projects and issues. The employee will have routine contact with Probation clients in the role of forensic computer analysis, however, working directly with probationers is not the primary function of this job. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Ensures compatibility and coordinates operation of computer, computer network, and telecommunications hardware and software;
- Analyzes directives, bulletins and informational material issued by the state oversight agency in relation to the probation data technology system and develops local procedures to meet operational needs;
- Develops, recommends and maintains all computer and telephone systems (including hardware, software, networks, interconnectivity, etc.) for all units within the department with minimal disruption of service;
- Maintains the probation data system with minimal disruption in service;
- Conducts forensic analysis on offender's devices including computers, laptops, tablets and cell phones and prepares written reports;
- Prepares a variety of statistical and narrative reports as directed by the Probation Director;
- Works directly with a state oversight agency with respect to all probation data upgrades and changes;
- Develops procedures to ensure implementation at the local level;
- Performs forensic analysis of probation client computers and other technological devices for the purpose of monitoring compliance with court ordered conditions of probation;
- Maintains the department website and informational brochures and develops the annual report;
- Evaluates and recommends technology security protocols within the department;
- Provides training in the use of word processing, database, spreadsheet, utility, in-house developed and other software;
- Provides Help Desk support for Probation computer users, including hardware, software, troubleshooting and/or repair; and
- Recruits, selects, trains, supervises and evaluates staff of the administrative and support staff unit;
- Ensures that all data entry completed by administrative and support staff is accurate;
- Provides oversight of the departmental computer supply and fixed asset inventory accounts.
- Routinely lifts 20 to 30 pounds.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of principles and practices of computer application analysis, design and construction;
- Thorough knowledge of computer forensic analysis;
- Thorough knowledge of computer communication protocols;
- Working knowledge of telecommunications equipment;
- Working knowledge of common business and accounting practices;
- Excellent verbal and written communication skills;
- Skill and ability necessary to operate an alpha-numeric keyboard and manipulate hardware and software to achieve the technological goals;
- Ability to interpret policies, laws and regulations affecting Probation technology and data management practices;
- Ability to plan, evaluate and direct the work of others;
- Ability to train and supervise employees in office methods and procedures;
- Ability to prepare statistical and narrative reports;
- Ability to present ideas clearly and concisely, both orally and in writing;
- Ability to establish and maintain cooperative relationships;
- Good analytical reasoning ability;
- Good judgment, integrity and tact; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

The physical, and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Given the work location, there is some minimal risk of injury which is mitigated by departmental security and workplace violence prevention measures. Due to the computer-based focus of the position, the job involves considerable visual effort and strain and the software/hardware requires considerable manual dexterity, knowledge and skill to operate. The employee's physical effort is typically moderate and consists of lifting and moving computers, desks, and other types of office equipment. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee might occasionally lift and/or move up to 20 pounds. The work is generally performed in an office environment. The work requires manual dexterity sufficient to efficiently operate a personal computer, and standard office equipment as required to perform forensic computer analysis. The work involves moderate psychological demand.

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COMPLETE SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Principles of networked communications

These questions test for basic concepts and terminology of data communications. They cover such subjects as data communications, types of networks, modems, security, protocols, topologies, transmission media, wiring, installation and troubleshooting. The questions are general in scope and are not specific to any vendor or system.

Project management

These questions are designed to test for techniques and concepts of project management. They may cover, but not necessarily be confined to, management of systems development, management by objectives, project scheduling and control techniques (e.g., PERT), characteristics of organizations and of the systems life cycle, and the development of data processing standards.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:<https://www.cs.ny.gov/testing/testguides.cfm>.

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.

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