

OSWEGO COUNTY



HUMAN RESOURCES DEPARTMENT

46 EAST BRIDGE STREET

OSWEGO, NEW YORK 13126

PHONE: (315) 349-8209 + FAX: (315) 349-8254

oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

COMPUTER SPECIALIST

EXAMINATION NUMBER: 23158 (Open to the Public)

LAST FILING DATE: Wednesday, December 6, 2023 (Applications will **NOT** be accepted after this date)

EXAM FEE: Exam Fee Waived

PAY RATE: \$24.96 per hour.

JOB DESCRIPTION: This position involves responsibility for coordinating microcomputer activities, services, and functions in a department or among departments. The incumbent is responsible for providing a variety of staff support services, including equipment installation, maintenance of local area networks, mainframe links, and programming activities. The work is performed under the general supervision of a higher-level employee. Supervision may be exercised over the work of other subordinate staff. The incumbent does related work as required.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in computer science, information resource management, computer information systems, or related field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and one (1) year of experience in the operation and maintenance of microcomputer equipment, which shall have involved programming and systems analysis activities, local area network administration and the installation, maintenance and use of software; **OR**
- C. Graduation from a regionally accredited or NYS registered college or university with an associate's degree in computer science, information resource management, computer information systems, or related field and two (2) years of experience in the operation and maintenance of microcomputer equipment, which shall have involved programming and systems analysis activities, local area network administration and the installation, maintenance and use of software; **OR**
- D. Graduation from a regionally accredited or NYS registered college or university with an associate's degree and three (3) years of experience in the operation and maintenance of microcomputer equipment, which shall have involved programming and systems analysis activities, local area network administration and the installation, maintenance and use of software; **OR**

- E. An equivalent combination of training and experience as defined by the limits of "A", "B", "C", and "D" above.

NOTE: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid U.S. State driver's license at time of appointment, possession of a NYS Driver's license within 6 months of appointment. Maintenance of license required throughout the course of employment.

Positions within the Health Department:

SPECIAL REQUIREMENT: Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

Per the Criminal Justice Information Services (CJIS) Security Policy, Section 5.12, employees with un-escorted access to unencrypted FBI CJI (Criminal Justice Information) or un-escorted access to physically secure locations or controlled areas (during times of CJI processing) must undergo fingerprinting. **NOTE:** A criminal record does not necessarily disqualify from employment or un-escorted access to CJI. An individualized determination will be made as to how any conviction would impact suitability to handle un-escorted access to CJI. Security awareness training shall be required within six (6) months of initial employment and every two (2) years thereafter.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

SCOPE OF THE EXAM: There is no written exam for Computer Specialist. The examination will consist of a 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 PROGRAMING, HELP DESK, USER SUPPORT, NETWORK ADMINISTRATION, DATA COMMUNICATIONS, TELECOMMUNICATIONS, BUSINESS/SYSTEMS ANALYSIS, WEBSITE DEVELOPMENT, MICROCOMPUTER REPAIR.

You will be sent information regarding the online questionnaire after the last filing date.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 4:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 4:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: November 15, 2023
Julie A. Bell
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, 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.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test.
14. 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 exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. 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.