



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

**NETWORK ANALYST  
(ONTARIO COUNTY)**  
CONTINUOUS CIVIL SERVICE EXAM  
(Promotional)

<b><u>Exam Number</u></b> 21-798	<b>Applications Accepted Continuously Training &amp; Experience Examination Held Periodically</b>
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**Pay Rate:** Ontario County 2023 Starting Salary: \$68,016-\$85,634 (\$32.70-\$41.17/hr).

**Qualifications:**

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

**Minimum Qualifications:**

Immediately preceding the examination date, candidates must possess Permanent Competitive status in Ontario County Information Services in a position of Technical Specialist (IS) for two (2) years.

**Vacancy:**

This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 26-weeks based on performance of duties.

**Job Description:**

This is technical work which involves providing technical support for network systems software and hardware. The work involves the installation of the network equipment and analyzing hardware and software network problems. The employee works under the general supervision of a higher-level staff member. Does related work as required.

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**Subjects of Examination:**

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:

- |                           |                        |                     |
|---------------------------|------------------------|---------------------|
| Help Desk                 | Network Administration | Data Communications |
| Business/Systems Analysis | Microcomputer Repair   |                     |

Approved candidates will be sent instructions for completing the examination.

Statements made on the Application for Examination or Training & Experience Examination may be checked for accuracy. Any candidate who claims credit that he/she did not actually earn may be disqualified from this examination.

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**SENIORITY CREDITS (POINTS) WILL BE ADDED TO A SUCCESSFUL ELIGIBLE'S SCORE AS FOLLOWS:**

- Less than one year -- 0 points
- 1 year up to 6 years -- 1 point
- Over 6 years up to 11 years -- 2 points
- Over 11 years up to 16 years -- 3 points
- Over 16 years up to 21 years -- 4 points
- Over 21 years up to 26 years -- 5 points

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications and application fees must be electronically submitted.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

Applications will be accepted continuously, with the names of successful candidates being placed on the Eligible List within 30 days. Candidates will be Ranked on the Eligible List by order of final scores, regardless of the date on which they applied. Candidates will remain eligible for appointment for a duration of one year. **Candidates may apply for this examination at six-month intervals.**

The Ontario County Department of Human Resources reserves the right to terminate this special recruitment program and reestablish the periodic type of examination.

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 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.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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

Michele O. Smith Director of Human Resources  Network Analyst (County) Exam No. 21-798 Issued: January 31, 2023
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