

CHECKLIST FOR PREPARING AN OPEN-COMPETITIVE EXAM ANNOUNCEMENTS – revised 9/12/23

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

Civil Service Exam held in Ontario County

<p>Network Technician</p> <p>Title</p>		<p>21-521</p> <p>Exam Number</p>
<p>Training & Experience Examination Held</p> <p>Exam Date Periodically</p>	<p>Applications Accepted Continuously</p> <p>Application Deadline (LFD)</p>	<p>\$15.00 or \$20.00</p> <p>Application Fee *</p>

*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).
 A *Fee Waiver is available to candidates who meet the requirements.

<p>Pay Rate: (revised 8/15/16)</p> <p><input type="checkbox"/> Ontario County [year] starting salary: (County salary is listed as "\$xx,xxx (\$xx.xx/hr.)")</p> <p><input checked="" type="checkbox"/> Wayne-Finger Lakes BOCES [JURISDICTION] [year] Starting salary OR salary range: 2024 \$36,400- \$39,634</p> <p><input type="checkbox"/> Salary varies by location.</p>		<ul style="list-style-type: none"> ➤ Ontario County Salary on ALL announcements, EXCEPT if there is a vacancy in an outside jurisdiction. ➤ If a vacancy is announced, the salary has to be included. ➤ If title is in more than one location then include the salary varies statement, even if there is a vacancy.
<p>Residency:</p> <p><input type="checkbox"/> (if BOCES has the title but the residency is <u>only</u> Ontario County) For Wayne-Finger Lakes BOCES positions, candidates must have their domicile of Ontario, Yates, Seneca, or Wayne Counties for at least one month immediately preceding the examination date.</p> <p><input type="checkbox"/> (if NCSD or GCSD have the title but the residency is <u>only</u> Ontario County) Candidates must have their domicile of Ontario County or of a school district which has its personnel transactions administered by Ontario County for at least one month immediately preceding the examination date.</p> <p><input type="checkbox"/> Candidates must have their domicile of Ontario County for at least one month immediately preceding the examination date.</p> <p><input type="checkbox"/> Candidates must have their domicile of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.</p> <p><input checked="" type="checkbox"/> Candidates must have their domicile as New York State for at least one month immediately preceding the examination date.</p>		
<p><input type="checkbox"/> Chapter 47, Article 2, Section 3-b of the NYS Public Officers Law states individuals appointed as a County Police Officer in the Office of Sheriff will be required to have their domicile of Ontario County at time of appointment and throughout the tenure of employment. (CPO)</p>	<p><input checked="" type="checkbox"/> ➤ It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position. (All OC announcements // moved to this location 1/3/23)</p>	
<p>Moved to this location 1/3/23 (Use if transcript or credit hours are required in the minimum qualifications) (Always goes between Minimum Qualifications and the actual qualifications. See Tax Clerk 67-349 061017)</p> <p><input type="checkbox"/> Note: transcript must be submitted with application in order to verify credit hours.</p>		
<p><input checked="" type="checkbox"/> Minimum Qualifications: Use current job specification. Make sure to include all notes. (transcript note goes here, if needed) (INCLUDE: 'County Values' statements, all additional notes, substitutions, Special Requirements, etc – do not bold the word 'note', 'substitution', etc.)</p> <p>Per PAR 7/11/22 – make sure the min quals have been revised if they include higher education. Options should start with "Possession of a Bachelors or an Associate.... This paragraph should also be in the min quals</p>		

	<p>Special Note: Education: Your degree 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.....</p>
<input type="checkbox"/>	<p>New statement – 8/3/23</p> <p>Additional special requirements for appointment can be found on the last page of this document. [Use this sentence when the job spec has Federal or state mandates for appointment. Do this if the special requirements are a half-page or longer. Make it a last page like we do the police and correction agility testing.]</p>
<input checked="" type="checkbox"/>	<p>Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list. (All announcements.)</p>
<input type="checkbox"/>	<p>Vacancy: <i>use if there is a Provisional / need to change language if more than one Provisional</i></p> <p><input type="checkbox"/> The Canandaigua City 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 the Civil Service Eligible List established as a result of this examination.</p>
<input type="checkbox"/>	<p><i>use if there is active recruitment for a position at time of announcement / need to change language if more than one Provisional</i></p> <p><input type="checkbox"/> The City of Geneva currently has one (1) vacancy which will be filled from the Eligible List resulting from this examination.</p>
<input checked="" type="checkbox"/>	<p>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 52-weeks [26 to 78-weeks (police titles)] based on performance of duties.</p>
<input checked="" type="checkbox"/>	<p>Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.</p>
<input checked="" type="checkbox"/>	<p>In accordance with Section 23-4 (a) of the Civil Service Law, preference in appointment may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification. (All announcements)</p>
<input checked="" type="checkbox"/>	<p>Job Description: 'Distinguishing features of the class' section of the job description.</p>
<input type="checkbox"/>	<p>Controlled Substance Screening: When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment. (All Ontario County job titles, except CPO/PO/CO.)</p>
<input checked="" type="checkbox"/>	<p>REVISED 11/28/22</p> <p>Background Investigation: Candidates may be subject to a thorough background investigation and psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required. (All job titles, except CPO/PO/CO.)</p>
<input checked="" type="checkbox"/>	<p>Special Requirement for Appointment in School Districts or 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. (All Announcements) (moved here on 3/14/23)</p>
<input type="checkbox"/>	<p>Background Investigation: The Finger Lakes Community College may require a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required. (CAMPUS SAFETY OFFICER only)</p>
<input type="checkbox"/>	<p>Candidates who are given a conditional offer of employment will be scheduled to take and pass the required medical/physical examination from a medical professional selected by Finger Lakes Community College. Drug testing is included in the required medical examination. The physical fitness and medical standards are reviewable</p>

	<p>at Finger Lakes Community College Department of Human Resources. Satisfactory completion of a psychological examination performed by a qualified mental health professional is also required prior to appointment. All standards are developed and administered by Finger Lakes Community College. (CAMPUS SAFETY OFFICER only)</p>
<input type="checkbox"/>	<p>Qualifying Physical Agility Test: Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to the physical fitness test on an as needed basis. Candidates will be given only <u>two</u> opportunities to pass the Physical Fitness Test. A description of the physical fitness test and requirements are attached. Complete testing policy is available in the Department of Human Resources upon request. (CPO/PO/CO/FF only) Attach copy of full agility description to the back – it will be the last page of the document. Found at: Dept Documents / Agility & Medical Exam / Agility / Agility Standards</p>
<input type="checkbox"/>	<p>Background Investigation and Addition Requirements: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records and participate in a polygraph examination. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offenses is subject to evaluation and may bar employment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Drug testing is included in the required medical exam. Applicant will be responsible for the necessary fees for the fingerprint processing. (CPO/PO/CO only.)</p> <p><input type="checkbox"/> Ontario County and the Department of Human Resources is committed to a Drug Free Workplace and has determined that the use or sale of illegal controlled substances, including exchanging or giving to another of any illegal controlled substance, may disqualify candidates from employment as a [Correction Officer] [County Police Officer] [Dispatcher]. (CPO/CO/DISPATCHER)</p>
<input type="checkbox"/>	<p>Training Requirements: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of the General Municipal Law within one year of appointment in order to attain permanent status in the position. Field training assignment is required during probationary period. (CPO/PO only.)</p>
<input checked="" type="checkbox"/>	<p>Subjects of Examination: Use current examination scope (Department Docs, Exam Scopes, Copy and Paste). Make sure to include the <u>test guide statement</u>, <u>rating key statement</u>, <u>etc.</u> if included in the scope received from Albany (bold each section heading /// Indent the subject descriptions: 1. Yada yada yada yada Yada yada yada (Examination Scope found in: Dept Docs/ 'Exam Scopes' saved by Exam Number) 2. And so forth and so on.</p> <p><input type="checkbox"/> Test Guide: A study guide for this examination is available on our website at www.ontariocountyny.gov/humanresources. Candidates not having access to a computer or the internet may request a copy of the test guide by calling or writing Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, NY 14424 (585) 396-4465. (Continuous and SOME Decentralized announcements)</p> <p><input type="checkbox"/> 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 a Written Test" helpful in preparing for this test. This publication is available on line at: https://www.cs.ny.gov/testing/testguides.cfm (SOME Decentralized announcements)</p>
<input type="checkbox"/>	<p style="text-align: center;">USE OF CALCULATORS IS <u>PROHIBITED</u> FOR THIS EXAM (Centered and size 12 font) (so it stands out from the rest of the document)</p> <p><input type="checkbox"/> USE OF CALCULATOR IS RECOMMENDED. 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. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. You will not be permitted to use the calculator function of your cell phone.</p> <p><input type="checkbox"/> Candidates are allowed 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. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. You will not be permitted to use the calculator function of your cell phone.</p>

<input type="checkbox"/>	<p>In addition to the Subjects of Examination covering the written test, a performance test will be conducted as follows:</p>
<input type="checkbox"/>	<p>Performance Test: <i>(Dispatcher only.)</i></p> <p>Subject: Retest Policy: Keyboarding Performance Test Waiver:</p>
<input type="checkbox"/>	<p>Spanish Language Proficiency Test: Language Oral Proficiency Test Waiver</p>
<input type="checkbox"/>	<p>NOTE: ONLY THE WRITTEN TEST SCORE WILL DETERMINE THE FINAL TEST SCORES. (always use if performance test or language proficiency is part of exam)</p>
<input checked="" type="checkbox"/>	<p>Revised 7/23/21</p> <p>EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON: Ontario County Human Resources Webpage at http://www.ontariocountyny.gov/94/Human-Resources and NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.</p>
<input checked="" type="checkbox"/>	<p>Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources Completed applications and application fees must be electronically submitted filed by 11:59 p.m. on _____.</p>
<input type="checkbox"/>	<p>Applications will be accepted continuously, with tests being scheduled by the Ontario County Department of Human Resources on the third Wednesday of every month. Successful candidates will be Ranked on the Eligible List by the order of final written scores, regardless of the date on which they took the test. A Candidate's name will remain on the Eligible List for a duration of one year. Candidates may apply for the examination once in the first half of the calendar year and once in the second half of the calendar year. (Typist/OSI; Clerk, Custodian, Library Clerk, Office Specialist II & ACT/FCI – all monthly written exam titles)</p>
<input checked="" type="checkbox"/>	<p>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 the order of final scores, regardless of the date on which they applied. A Candidate's name will remain on the Eligible List for a duration of one year. Candidates may apply for the examination at six-month intervals. (computer and medical T&E's)</p>
<input checked="" type="checkbox"/>	<p>The Ontario County Department of Human Resources reserves the right to terminate this special recruitment program and reestablish the periodic type of examination. (All continuous and T&E exams)</p>
<input checked="" type="checkbox"/>	<p>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. 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.</p>
<input checked="" type="checkbox"/>	<p>If candidate fails to receive an admission letter at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.</p>
<input checked="" type="checkbox"/>	<p>Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation". We will make the arrangements for you to take the test on a different date (usually the following business day).</p>
<input checked="" type="checkbox"/>	<p>Disabled persons: If special arrangements for testing are required, indicate this on your application form.</p>

<input type="checkbox"/>	<p>REVISED 8/18/21 – Link to Cross filing form & where to email to // 1/24/22 how to notify & deadline clarified</p> <p>CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) that is scheduled on the same test date as this written test, you must notify, in writing, each of the local jurisdictions no later than 15 days before the test date of the test site at which you wish to take your examination. Arrangements for you to take all tests at one site are made through NYS Department of Civil Service. You must provide a list of all exam titles, numbers and locations for which you have applied on a Cross Filing Form. Click here to access the Cross Filing Form and once completed, please forward to: hr@ontariocountyny.gov. All examinations for positions in State government will be held at a State examination center.</p> <p><i>(State Scheduled (Centralized) Exams Only)</i></p>
<input checked="" type="checkbox"/>	<p>*The required NON-REFUNDABLE application and administrative fees must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.</p>
<input checked="" type="checkbox"/>	<p>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 maximum 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.</p>
<input checked="" type="checkbox"/>	<p>Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.</p>
<input checked="" type="checkbox"/>	<p>NEW STATEMENT 8/14/23</p> <p>Veterans' Credits: Honorably discharged veterans may apply for additional points to be added to their final passing score on civil service examinations. The <i>Application for Veterans Credits</i>, the <i>Authorization for Disability Record</i>, and additional information regarding the requirements are available on our website at: www.ontariocountyny.gov/HumanResources. Completed forms must be received by this office <u>before</u> the Eligible List, from this examination, is established.</p>
<input checked="" type="checkbox"/>	<p>Revised 11/28/22</p> <p>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</p>
<input checked="" type="checkbox"/>	<p>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.</p>
<input checked="" type="checkbox"/>	<p>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.</p>
<input checked="" type="checkbox"/>	<p>Michele O. Smith Director of Human Resources [exam title] <u>Network Technician</u> Exam No.: <u>21-521</u> Issued: <u>January 4, 2024</u></p>

CURRENT EXAM & VACANCY INFORMATION: Update flyer found in:

Dept Documents / Announcements as: '(2) CURRENT EXAM FLYER – for email distribution'

- Add/remove exams
- Add/remove current Competitive, NC & Labor positions (see website for vacant position info)
- Revise the date (little box at the very bottom, right corner)

Attach to this checklist to be typed and proofed along with the Announcement.