



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard
Director

Monroe County Department of Environmental Services

P-74363

Senior Geographic Information Systems Analyst

Application Fee:

None

Examination Date:

April 18, 2009

Closing Date for Filing:

March 2, 2009 – Applications must be filed in our office or postmarked by this date

Salary:

\$47,323 - \$60,891 annually (Monroe County)

Current Opening:

The results of this examination may be used to fill one (1) position in the Monroe County Department of Environmental Services.

Employment Opportunities:

The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Minimum Qualifications:

Candidates must be permanently employed in the competitive class in the **Monroe County Department of Environmental Services** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Geographic Information Systems Analyst** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Description of Duties:

This is a senior-level technical position in various County departments and Monroe County jurisdictions responsible for monitoring and coordinating the implementation of various Geographic Information System (GIS) projects and monitoring GIS related activities. This position differs from Geographic Information Systems Analyst in the increased complexity and broader scope of work. The employee reports directly to and works under the general supervision of an administrator with leeway allowed for the exercise of independent judgement and decision making. General supervision may be exercised over a subordinate staff.

Scope of Examination

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Understanding and interpreting maps, aerial photography, survey data and other source material used in map construction

These questions test for the ability to read, analyze and perform computations based on cartographic drawings, site plans, survey notes and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.

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PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer

2. Collection, analysis and presentation of data, including basic statistics

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize and present various types of technical data and information, and the fundamental concepts, terminology and computations involved in statistical analysis for cartographic and land use planning studies.

3. Principles of databases for microcomputers

These questions test for a basic background in the design and use of databases on microcomputers. They cover such topics as database terminology and concepts, analyzing a database project, planning the database, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.

4. Computer-assisted mapping, including geographic information system (GIS) applications

These questions test for knowledge of the concepts, terminology and proper procedures to use when creating and revising various types of maps and site plans utilizing GIS and computerized mapping software.

5. Geographic Information Systems (GIS), including digitizing, plotting, database construction, interactive editing and labeling

These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology and proper procedures to use when creating, producing and revising various types of maps and site plans using GIS and computerized mapping software.

6. 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.

7. Supervising a project

These questions test for the ability to conduct and supervise the activities necessary to achieve the goals and deadlines of a specific project. The questions cover such topics as setting up the project, developing the workplan for the project, assigning and reviewing work, evaluating performance and progress, coordinating phases of the project, handling problems as they arise, and meeting deadlines.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year

**Senior Geographic Information Systems Analyst, P-74363
(Monroe County Department of Environmental Services)**

period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 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

Seniority points will be calculated at the time of examination.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: February 9, 2009