

February 2, 2022 | 2:22 pm

COVID-19 Vaccines

Children ages 5+ are eligible for the COVID-19 vaccine and children ages 12+ are eligible for a booster. Parents and guardians: make sure your child gets vaccinated and stays up to date with all recommended doses.

VAX FOR KIDS >

Department of Civil Service

For Information about NYSHIP COVID-19 At-home test coverage click [here](#).



Information Technology Specialist 3

Written Test To Be Held

April 2, 2022*

You may be assigned to either Saturday or Sunday to take your test.

You cannot request or change your scheduled day.

Applications Must Be Submitted or Postmarked By

February 16, 2022

- [Minimum Qualifications](#)
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Exams Included on This Announcement

Exam Number	Exam Title	Open to Employees of	Salary	Salary Grade	<u>Non-Refundable Processing Fee (Waivers available)</u>
38-709	Information Technology Specialist 3	Multiple Agencies	*	SG-23	\$20
38-710	Information Technology Specialist 3 (Data Communications)	Multiple Agencies	*	SG-23	
38-711	Information Technology Specialist 3 (Database)	Multiple Agencies	*	SG-23	

Exam Number	Exam Title	Open to Employees of	Salary	Salary Grade	<u>Non-Refundable Processing Fee (Waivers available)</u>
38-712	Information Technology Specialist 3 (Programming)	Multiple Agencies	*	SG-23	
38-713	Information Technology Specialist 3 (Systems Programming)	Multiple Agencies	*	SG-23	

[Download Announcement](#)

***Salary**

\$77,770 (PEF)/\$76,326 (MC)/\$74,731 (Thruway)

Please be advised that effective December 1, 2021 the New York State Department of Civil Service will have a **mandatory** COVID-19 vaccination/testing policy for in-person examinations administered at a New York State test center. For more information, you can access the full [policy](#) on the Department of Civil Service website.

*Due to current testing space limitations, candidates may be scheduled to take their test on either April 2nd or a subsequent date depending on candidate count and/or site availability. Candidates may also need to travel to one of the following test sites to take this examination: Albany, Buffalo, Nyack, Port Jefferson, Poughkeepsie, Syracuse, and an additional downstate location. Candidates will be notified of their test date and test site location on their admission notice.

If you previously applied for this examination scheduled for April 25, 2020, which was postponed, you do NOT need to reapply. Your application will be reviewed to determine if you meet the qualifications to take the examination. Additional information will be sent to previous applicants via email.

Interdepartmental promotion examination open to all qualified employees of New York State

For Promotion in State Departments, Facilities, and Agencies

1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments

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Minimum Qualifications

*On or before **April 2, 2022, you must be a qualified employee of New York State and have had 45 days of permanent competitive or 55-b/55-c service as an Information Technology Specialist 2, Information Technology Specialist 2 (Programming), or Supervising Computer Operator.

Only the title or titles listed are qualifying.

*If you were permanently appointed to a qualifying title on or before February 16, 2022**, and have served continuously in this title since that date, you are eligible to file for this examination.*

Qualifying Experience for Appointment from the Eligible List

After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

CERTIFICATION OF ELIGIBLE LISTS: When filling vacancies, agencies will have two options. One option is to request a general certification of the eligible list which will include all candidates, by score, in the order of certification: (1) within promotion units, (2) within entire Departments, or (3) to other Departments. Or, if it is determined that specific education and experience, beyond the minimum qualifications are required for a position, agencies have the option to request a selective certification of the eligible list in the same order of certification described above. The **SELECTIVE CERTIFICATION** will filter the results of the written test based on the responses to the online questionnaire. The selective certification will contain only the names of candidates who meet the specialized requirements, ranked by score, in the same order of certification described above. Final scores are based on the results of the written test only.

SELECTIVE CERTIFICATION: Approved applicants will have an opportunity to complete one online education and experience questionnaire that will be used for all titles on this announcement. Information provided on the questionnaire is subject to verification and **may** be used to qualify candidates for positions requiring specific education and experience beyond the minimum qualifications. Approved applicants will receive, via email, information about the process of completing the online questionnaire and when it will be available. It is very important that you provide an up-to-date email address on your application as you will receive important communication via email, including any potential opportunities to update the online education and experience questionnaire. The Department of Civil Service may update the items in the selective certification questionnaire during the life of these eligible lists. All approved candidates are encouraged to complete the questionnaire to maximize opportunities for appointment; only candidates who complete the questionnaire and receive a passing score on the written examination will be considered for positions being filled through the use of selective certification. The validity of your information will be verified. This questionnaire will **NOT** be scored and must be completed within the required time period specified in the email. Final scores for these examinations are based **only** on the written test. Names of candidates who pass the examination, but do not complete this questionnaire, will appear on certifications of the general eligible list only.

Notes

1. One \$20 non-refundable processing fee is required per application submission. You must select the individual examination(s) you are interested in during the application process. For example, you may apply for all five examinations listed and pay one \$20 fee if processed during one online transaction. If you submit one online application for less than all of the examinations listed, and subsequently apply for additional examinations in this series, another \$20 non-refundable processing fee will be required.
2. You will not be scored for any examination for which you did not apply.
3. **Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees **will be:**
 - o Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - o Investigated through a Criminal Background Check (CBC). All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal laws;

and **may be:**

- Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment. (NY Social Services Law, Section 424a.)

You will be responsible for payment of all required fees.

4. **Medicaid and Medicare:** In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
5. The eligible lists may be used to fill other Information Technology Specialist 3 parenthetical titles established during the life of these lists.

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Duties

As an **Information Technology Specialist 3**, you would perform such activities including, but not limited to: technical and agency program support; information technology activities related to network and system design, configuration, maintenance, and network/information security; customer support; project support; business/system analysis and design which may include mainframe, client/server and n-tier (e.g., three tiered) web or browser based applications systems; and the design, development, and administration of enterprise storage, backup, and database systems.

As an **Information Technology Specialist 3 (Data Communications)**, you would perform such activities including, but not limited to: data communications network design, analysis, capacity planning, installation, monitoring, performance evaluation, tuning, and/or maintenance.

As an **Information Technology Specialist 3 (Database)**, you would perform such activities including, but not limited to: activities associated with the design, development, installation, and performance of agency databases.

As an **Information Technology Specialist 3 (Programming)**, you would perform such activities including, but not limited to: technical activities related to writing instructions (code); applications program development, program and system testing, and business/systems analysis and design related to computer systems, systems maintenance, and implementation in such areas as the design and development of database systems; dynamic, transactional, or interactive websites; and agency specific applications programs.

As an **Information Technology Specialist 3 (Systems Programming)**, you would perform such activities including, but not limited to: systems programming and implementation, maintaining and managing an agency's hardware and systems software environment or major component of it.

For all titles, you may supervise Information Technology Assistants, Information Technology Specialists 1 or 2, Information Technology Specialists 1 or 2 (Programming), and support staff.

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Subject of Examination

There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Logical reasoning using flowcharts** - These questions test for ability to reason logically by solving problems involving given variables expressed in flowcharts and accompanying information. All information needed to answer the questions is included within the flowcharts and the accompanying information. Prior knowledge of flowchart conventions is necessary to answer these questions.
2. **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.
3. **Systems analysis** - These questions test for techniques and concepts of computer systems analysis. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.
4. **Understanding and interpreting a manual** - These questions test for the ability to comprehend a set of directions and apply them. Candidates will be provided with a procedural manual excerpt to read. This information will be used to answer questions about procedures and the way operations should be carried out. All of the information needed to answer the questions is provided in the set of directions. Candidates will not be required to have any special knowledge about the content area covered.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime Veterans' credits to your final passing score.

Credit for Seniority

Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

Note: The Department of Civil Service may administer tests either online or with paper booklets and answer sheets. Online tests may be administered using Remote Proctoring. The announcement will indicate if remote proctoring is being offered. Information on remote proctoring is available on our website at: www.cs.ny.gov/testing/remote-proctoring.cfm.

Admission to the Test: If approved, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil, online at a state test site using a State-provided Chromebook, or online at home on your personal equipment using Remote Proctoring Software. You cannot request to change your scheduled day or request a specific type of test administration.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include the notification of your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

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How To Apply

Apply On line

Note: The non-refundable application processing fee must be paid on line via a MasterCard or Visa credit card. If you qualify for a waiver of the application processing fee you may also apply on line.

*You will need a **personal** NY.gov ID to apply for these examinations. If you do not have a **personal** NY.gov account, please [create an account](#).*

- Information Technology Specialist 3
- Information Technology Specialist 3 (Data Communications)
- Information Technology Specialist 3 (Database)
- Information Technology Specialist 3 (Programming)
- Information Technology Specialist 3 (Systems Programming)

Apply Now

You Can Also

- Download examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. **Any past due application processing fees must be paid in full prior to submitting an application. Please email FeeUnitMail@cs.ny.gov regarding inquiries about any past due fee.** It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination.

Additional Information

New York State is an Equal Opportunity Employer

It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Religious Accommodation

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 arrangements for you to take the test on a different date (usually the following day).

Reasonable Accommodations in Testing

It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

Other Accommodation

Individuals who apply to take an in-person Civil Service examination and who wish to request an exemption to the Department's COVID-19 vaccination/testing policy due to a medical reason or sincerely held religious belief, practice, or observance, must check the box on the application under "Other Accommodations" and will be required to provide appropriate documentation. Candidates granted an exemption will be offered the opportunity to take the examination via [Remote Proctoring](#) - a secure, web-based test delivery method that uses professional test proctors and technology to monitor applicants using a web camera as they complete an examination.

Admission to Examination

Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

Taking State and Local Examinations Scheduled for the Same Day

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <https://www.cs.ny.gov/jobseeker/local.cfm>.

Eligibility for Examination

To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in

the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

Cell Phones or Electronic/Communication Devices at the Test Site

The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.

S1/TA1-MAS-rkv

Reissued: 2/2/22

****Revised Material: 2/22/22**

This announcement is subject to amendment or cancellation without notice. Do not copy it, or post it to any other site, but link to it instead.

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