



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094**

*Joseph A. Vacanti Jr
Personnel Officer*

(716) 438-4071

COMPUTER PROGRAMMER (Niagara County Community College only)

NO 15-849 Open Competitive Examination

Salary \$26.16 – 34.70/Hr

The examination will be held to establish an eligible list for one (1) vacancy in Niagara County Community College. The eligible list resulting from this examination will be used to fill this vacancy and any other vacancy which may occur in Niagara County Community College during the life of the list. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. Your application will be disapproved if you do not meet these qualifications. Should your application be disapproved, your filing fee will not be refunded.

Graduation from high school or possession of a High School Equivalency Diploma – **AND**

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in computer programming, computer science, computer information services, or closely related field **and** two (2) years of full-time paid experience which involved demonstrated responsibility for the design and development of computer programs in a 4GL programming language (ex. PL/SQL, SQR, Visual Basic or other object-oriented/event-driven language), business process analysis, technical documentation creation, and operation of micro-computers and peripherals; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in computer programming, computer science, computer information services, or closely related field **and** four (4) years of full-time paid experience which involved demonstrated responsibility for the design and development of computer programs in a 4GL programming language (ex. PL/SQL, SQR, Visual Basic or other object-oriented/event-driven language), business process analysis, technical documentation creation, and operation of micro-computers and peripherals.

DUTIES: The work involves responsibility for creating and/or modifying computer programs. The incumbent analyzes business processes and projects proposed for computerization, and designs, modifies, tests, implements, maintains and documents appropriate software applications. The incumbent may work with more than one modern operating system and with more than one modern programming language including object-oriented/event-driven programming languages. A Computer Programmer operates a micro-computer and related peripheral equipment for production work on a regular basis, and may develop, implement, and conduct ongoing data processing training. The work is performed under the direct supervision of a higher-level administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: 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.

**APPLICATIONS MUST BE
RECEIVED OR
POSTMARKED BY
FEBRUARY 29, 2012**

A non-refundable **\$15.00** application fee must accompany each application. Submit check or money order **only** – payable to: **Niagara County Civil Service**

**PC QUALIFYING
EXAM TO BE
ADMINISTERED
AT A LATER DATE**

ANNOUNCEMENT ISSUED: January 30, 2012

SUBJECT OF EXAMINATION – The examination will consist of two parts: a rated evaluation of training and experience and a qualifying PC-administered test. You must pass the evaluation of training and experience in order to take the qualifying PC-administered test. You must pass both tests in order to be considered for appointment. Only your rating on the evaluation of training and experience will be considered when computing final scores.

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 Programming
Business/Systems Analysis**

IMPORTANT: The Training and experience questionnaire will be completed on the internet and candidates will have two (2) weeks to complete. Instructions and deadlines for completing this questionnaire will be sent to all **approved** candidates after the last filing date for this examination.

Qualifying Tests

Qualifying Multiple-Choice Test of Logical Reasoning and Interpreting Instructions for Computer-Related Positions

These questions test for ability to reason logically and interpret instructions in a computer-related context. They cover verbal and quantitative reasoning, flowchart interpretation and applying written directions. The verbal and quantitative reasoning questions include logical implications (e.g., if A and B, then C) and relations (e.g., greater than). Knowledge of addition, subtraction, multiplication and division is necessary, but neither mathematical sophistication nor computational speed is needed. The flowchart interpretation questions require prior knowledge of flowchart conventions. The interpreting instructions questions provide the instructions and specific rules for applying them. All the information needed to answer the questions is presented with the questions.

Qualifying Simulation Test on Working Effectively with Others to Solve Job-Related Problems

This test requires candidates to assume the role of a staff member in an Information Technology work group who is working with colleagues during a time of change in policy or procedure, in a particular agency. During the test, candidates will be required to deal with obstacles within the working environment, which includes peer relations and the demands of handling multiple tasks. Candidates will be required to demonstrate the ability to be flexible, creative and persistent as a team player. They will also need to demonstrate the ability to cooperate, show initiative, and establish positive working relationships with peers and administrators.

Qualifying Simulation Test of User Support and Training

The test requires candidates to assume the role of a staff member in a Help Desk support unit. Candidates will be presented with a user's problem. During the course of handling the problem, candidates will be required to: demonstrate communication skills, apply troubleshooting practices and tools, determine the appropriate level of training needed by the user, and educate the user on the proper use of computers.

NOTE: The PC – Qualifying test will be administered at a later date only to those candidates who pass the Training and experience portion of the examination.

****** QUALIFYING TEST WAIVER - PLEASE READ CAREFULLY******

PC Qualifying Test scores may be banked and applied to future examinations for titles that require the same test plan for a period of two (2) years from the date of this examination. A candidate requesting a waiver must submit, **at the time of application**, verifiable evidence of qualifying on an exam administered by the Niagara County Civil Service, or any municipal Civil Service Commission, or the New York State Department of Civil Service. Information submitted must contain the title, location and the test plan for the qualifying test and the date taken. **Candidates requesting a waiver must clearly indicate the waiver request on their examination application.**

NO RETEST WILL BE OFFERED to candidates who fail the qualifying test for this exam.

NOTICE TO CANDIDATES: Use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with **TYPEWRITER KEYBOARDS** such as **Computers, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries**, or any similar devices **are prohibited**.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to request **that your institute forward to us** an official transcript or special course certificate. These documents must be received in our office by the time your name is considered for possible appointment. **These documents must be received in our office by the time your name is considered for possible appointment. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be 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 preparation and rating of examinations.

Please review - “IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES” - prior to filing for this examination.