



AMENDMENT TO ANNOUNCEMENT

SENIOR COMPUTER OPERATOR

Promotional Exam NO. 75-785

This announcement is hereby amended as follows:

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test as an Information Systems Operator; **Senior Data Processing Control Clerk or Technical Specialist Communications.**

APPLICATIONS MUST BE POSTMARKED BY
NOVEMBER 11, 2009

In all other respects the announcement is unchanged.

ISSUED: October 30, 2009



ERIE COUNTY

PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

**A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)**

SENIOR COMPUTER OPERATOR

NO. 75-785

DIVISION OF INFORMATION AND SUPPORT SERVICES

\$32,843 - \$42,821

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE COUNTY EXECUTIVE'S OFFICE, DIVISION OF INFORMATION AND SUPPORT SERVICES. At present there are two vacancies.

The eligible list resulting from this examination will not supersede currently existing promotional eligible lists for this title, if any. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test as an Information Systems Operator.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

DUTIES: A *Senior Computer Operator* provides direction, training and guidance to Information Systems Operators; monitors operation of computers, discs, printers, tape units, work stations, microcomputers, communications equipment and other peripheral equipment for both system and hardware errors; operates the computer console and oversees the operation and may operate other peripheral and auxiliary equipment; analyzes computer operational problems and initiates appropriate action; refers technical problems to appropriate software specialist, programmer, systems analyst, supervisor or administrator; assures that all work assigned to or for the shift is completed satisfactorily by end of shift, taking into consideration estimated run time, facilities management, etc.; records hardware, software and applications status at end of assigned shift; receives incoming trouble calls and logs them into the Help Desk tracking system; orders emergency service calls from outside vendors to correct any critical hardware problems; observes indicators on console and peripheral equipment and takes necessary steps to assure the proper functioning of the machine throughout individual production runs; performs specialized work in the processing of prints output from a computer via the operation of a burster and pressure sealer; reviews finished products prior to output distribution; maintains records necessary for determining maintenance, operating efficiency, shift turnover, assistance calls received and action taken, etc; performs routine cleaning and maintenance of assigned equipment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (*See application for more information.*)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

EXAMINATION DATE

DECEMBER 5, 2009

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY

NOVEMBER 4, 2009

SCOPE OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **OPERATION OF COMPUTER HARDWARE AND PERIPHERAL EQUIPMENT:** These questions test for technical knowledge and concepts relevant to information technology and the operation of a computer and associated peripheral equipment. Although the questions asked are not specific to any vendor or any model of computer, the questions on storage media and peripheral equipment cover such subjects as characteristics of tape and disk systems as storage media, basic data communications terms, and the operation of peripheral equipment.
2. **READING AND INTERPRETING INSTRUCTIONS RELATING TO THE EXECUTION OF COMPUTER PROGRAMS:** These questions test for skill in following and applying written directions expressed as generalized operator instructions. You will be presented with generalized operating instructions and specific rules for applying them. All the information needed to answer the questions is presented in the test booklet; training on any particular computer system is not required.
3. **PRINCIPLES OF PROVIDING USER SUPPORT:** These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.
4. **SUPERVISION:** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
5. **WORK SCHEDULING:** These questions test for knowledge of the principles of computer work scheduling and for skill in applying them. Some of the questions you will be given are based on a generalized work scheduling situation that contains all of the information needed to answer the questions.

NOTICE TO CANDIDATES: Unless otherwise noted, 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. You may not bring books or other reference materials.

**NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)**

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:

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.....	5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the location at which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any 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 their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.