SUFFOLK COUNTY DEPARTMENT OF

CIVIL SERVICE

Steven Bellone
Suffolk County Executive

ANNOUNCES:

EXAMINATION ANNOUNCEMENT SUMMARY
JUNE 11, 2019

PUBLIC NOTICE
This is a summary of forthcoming examinations. Applicants are advised to see the official examination announcement for complete details. For the most current examination announcement information, please go to our website at: http://www.suffolkcountyny.gov/Departments/Civil-Service and select "Current List of Exams."

If it becomes necessary to amend any announcement or current Press Release, all changes will be posted on the department's web page.
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WANT TO GET ON OUR MAILING LIST?
Anyone interested in receiving this Announcement Summary by email may go to:
 http://eupdates.suffolkcountyny.gov/lists/?p=subscribe&id=1   and subscribe to the e-updates for the civil service examination summary. When a new summary is released, you will receive an e-mail notification.
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DEPARTMENT LOCATION
The Suffolk County Department of Civil Service maintains its principal office at 725 Veterans Memorial Highway, William J. Lindsay Complex, Building #158, Hauppauge, NY.
Mailing Address: P.O. Box 6100, Hauppauge, NY 11788-0099
Telephone: 631-853-5500   Fax: 631-853-6370
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INTERNET
Candidates for all examinations may file on the internet. (Examination Announcement Summary), examination announcements, expanded subtest descriptions (when available), and job specifications can also be obtained. For more information visit our home page at: http://www.suffolkcountyny.gov/Departments/Civil-Service
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APPLICATION PROCESSING FEE
A separate application is required for each examination (identified by examination number) for which you are applying. Each application must be accompanied by a **NON-REFUNDABLE NON-TRANSFERABLE** application processing fee. **SEE THE EXAMINATION ANNOUNCEMENT FOR THE FEE AMOUNT (The fee will NOT BE REFUNDED if your application is DISAPPROVED).** Do not send cash. Make your check or money order payable to the Suffolk County Department of Civil Service. Please indicate the examination title and your social security number on the face of your check or money order. Certain applicants may be eligible for a fee waiver. See examination announcement for details. This application is part of your examination. Answer all questions fully and carefully in ink. Attach additional sheets if necessary to give detailed information. You may also apply on our Internet site.
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APPLICATION FEE WAIVER
The application processing fee may be waived for Suffolk County residents who are veterans, auxiliary police, members in good standing of a local fire district or ambulance company, and volunteer CERT members. The fee may also be waived if you are unemployed and primarily responsible for the support of a household and for recipients of Medicaid, SSI, Public Assistance or those in a training program under the Job Training Partnership Act/Workforce Investment Act administered by a state or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. The waiver application is available on request from the Civil Service Department or on our website under "Online Forms."
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CANDIDATE SCHEDULING INFORMATION
Candidates can view their room assignment and exam site on our home page at http://www.suffolkcountyny.gov/Departments/Civil-Service under "Candidate Exam Room Assignment Search" seven days prior to the examination date.
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OPEN FILING SYSTEM
The Suffolk County Department of Civil Service accepts applications for most titles before a test is announced.

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APPLICATIONS FOR EXAMINATIONS THAT INVOLVE TRAINING AND EXPERIENCE EVALUATIONS A candidate who filed for a training and experience examination more than six months prior to the last filing date is advised to amend his or her application to include current information. Candidates are also advised to request from the Department of Civil Service a copy of the official examination announcement which fully describes all the information that must be included in your application. (When critical information is vague or missing, candidates may receive no credit for that part.)
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SUBSTITUTE SCHOOL CROSSING GUARDS

The Suffolk County Police Department is seeking candidates for the position of substitute School Crossing Guard. Substitute School Crossing Guards work on an on-call basis. The hourly rate of pay as of 07/01/16 is $13.27. There is a guarantee of 3.0 hours for every assignment. No other benefits are available. Typical work activities include regulating the directional flow of school children, pedestrian and vehicular traffic at an assigned intersection or school crosswalk; reporting traffic incidents to police authorities for appropriate action ; noting unusual or suspicious occurrences or actions of individuals and alerting police in cases of observed or suspected violations of law and ordinances. Candidates must be able to read and write English. At the time of appointment, and during employment, employees must possess a valid license to operate a motor vehicle in New York State. Prior to appointment, there will be qualifying psychological and medical evaluations as well as an in-depth background investigation. Interested candidates may apply for a position at the police precinct in which they reside.
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LAST FILING DATE: JUNE 12, 2019	**WRITTEN TEST DATE: JULY 13, 2019**	
SPECIFICATION# TITLE	**ANNUAL SALARY**	
2110 PUBLIC HEALTH SANITARIAN TRAINEE OC	$38,524	Grade 16
2102 PUBLIC HEALTH SANITARIAN TRAINEE		
(SPANISH SPEAKING) OC	$38,524	Grade 16

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LAST FILING DATE: JULY 17, 2019	**TRAINING & EXPERIENCE**	
SPECIFICATION# TITLE	**ANNUAL SALARY**	
0777 BUSINESS INTELLIGENCE APPLICATIONS		
ANALYST OC	$48,337	Grade 21
2270 FORENSIC SCIENTIST I (DRUG CHEMISTRY)	$69,583	Grade 21 Step 8
0555 PROGRAMMER ANALYST OC	$54,419 **	Grade 24
0555 PROGRAMMER ANALYST PR	$54, 419**	Grade 24
7404 WATER TREATMENT PLANT OPERATOR		
(TYPE IIB)	Usual Annual Salary $54,832-$74,674**	

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LAST FILING DATE: JUNE 19, 2019	**WRITTEN TEST DATE: JULY 20, 2019**	
SPECIFICATION# TITLE	**ANNUAL SALARY**	
3003 CASEWORKER TRAINEE (SPANISH SPEAKING) OC	$40,246	Grade 17

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LAST FILING DATE: AUGUST 7, 2019	**WRITTEN TEST DATE: SEPTEMBER 21, 2019**	
SPECIFICATION# TITLE	**ANNUAL SALARY**	
0205 ACCOUNT CLERK OC	$31,050	Grade 11
	Usual Annual Salary $34,500-$36,129**	
0211 ACCOUNT CLERK (SPANISH SPEAKING) OC	$31,050	Grade 11
	Usual Annual Salary $34,500-$36,129**	

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LAST FILING DATE: AUGUST 21, 2019	**WRITTEN TEST DATE: OCTOBER 5, 2019**	
SPECIFICATION# TITLE	**ANNUAL SALARY**	
0025 OFFICE ASSISTANT	$29,410	Grade 9
0029 OFFICE ASSISTANT (SPANISH SPEAKING) OC	$29,410	Grade 9
	Usual Annual Salary $34,500-$37,830**	

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APPLICATIONS ARE ACCEPTED AND ADDED CONTINUALLY FOR THE FOLLOWING TITLES:

SPECIFICATION # TITLE	**ANNUAL SALARY**	
2670 EMERGENCY MEDICAL TECHNICIAN (BASIC) OC	Usual Annual Salary $35,360-$48,750**	
2673 EMERGENCY MEDICAL TECHNICIAN		
(CRITICAL CARE) OC	Usual Annual Salary $35,360-$48,750**	
2674 EMERGENCY MEDICAL TECHNICIAN		
(PARAMEDIC) OC	Usual Annual Salary $35,360-$48,750**	
2641 MEDICAL SERVICES SPECIALIST OC	Annual Salary $57,472 Grade 23 Step 2	

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WRITTEN TEST DATE: JULY 13, 2019

PUBLIC HEALTH SANITARIAN TRAINEE OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* including, or supplemented by, a minimum of thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours are in the applied sciences.
Necessary Special Requirement
At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.
*Please attach to the application a copy of your college transcript(s), which must have your name, college name and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

PUBLIC HEALTH SANITARIAN TRAINEE (SPANISH SPEAKING) OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree* including, or supplemented by, a minimum of thirty (30) credit hours in the natural sciences, of which not more than twelve (12) credit hours are in the applied sciences.
Necessary Special Requirement
At the time of appointment, and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State.
*Please attach to the application a copy of your college transcript(s), which must have your name, college name and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

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TRAINING & EXPERIENCE-LAST FILING DATE: JULY 17, 2019

BUSINESS INTELLIGENCE APPLICATIONS ANALYST OC REQUIRES: Either: (a) Graduation with a Bachelor's Degree in computer science, information systems or a related field from a college with federally authorized accreditation or registration by NY State, plus one (1) year of reports design and development experience utilizing Business Intelligence and/or data warehouse technology; or, (b) Graduation with an Associate's Degree in computer science, information systems or a related field from a college with federally authorized accreditation or registration by NY State, plus three (3) years of reports design and development experience utilizing Business Intelligence and/or data warehouse technology; or, (c) An equivalent combination of education and experience as defined by the limits of a and b.
NOTE: Experience must be with products specifically recognized as Business Intelligence tools. Business Intelligence technologies include Microsoft PerformancePoint, PowerBI, SQL Server Analysis Services (SSAS), IBM Cognos, SAS Analytics, QlikView, SAP BusinessObjects, Tibco, MicroStrategy, Information Builders WebFOCUS, Sisense Business Intelligence and Analytics software and Oracle Enterprise Business Intelligence. Data warehouse technologies include Microsoft, Oracle, SAP, IBM, Teradata and EMC. Experience in data warehouse technology must include designing and implementing fact and dimension tables using the star and snowflake techniques, as well as the implementation of extraction, transformation and load (ETL) routines to cleanse data and promote data quality for inclusion into a data warehouse. Experience in using the standard, non-data warehousing functionality of a traditional relational database management software (RDBMS) such as Microsoft SQL Server or Oracle does not qualify as experience with data warehouse technologies.
SPECIAL NOTE: Because of the rapid evolution of technology in this field, qualifying experience must have been gained within the last five (5) years.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name and the date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

FORENSIC SCIENTIST I (DRUG CHEMISTRY) OC REQUIRES: Either: (a) Graduation from a college with federally authorized accreditation or registration by NY State with a Master's Degree* in one of the natural or forensic sciences, including or supplemented by sixteen (16) credit hours in chemistry, and one (1) year of professional experience** in forensic toxicology or forensic chemistry; or, (b) Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree* in one of the natural or forensic sciences, including or supplemented by sixteen (16) credit hours in chemistry, and two (2) years of professional experience** in forensic toxicology or forensic chemistry.
Note: **Professional experience is defined as experience involving independent responsibility for the analysis of evidence or specimens, and may include signing and issuing reports. Qualifying experience must have been gained within the last ten (10) years.
Necessary Special Requirements
At the time of appointment and during employment in this title, employees will be required to possess a valid license to operate a motor vehicle in New York State. Candidates will be subject to a background investigation.
*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

PROGRAMMER ANALYST OC REQUIRES: Either: a) Graduation with a Bachelor's Degree* in Computer Science, Information Technology, Computer Information Systems or Management Information Systems from a college with federally authorized accreditation or registration by NY State, and one (1) year of experience in systems analysis and computer programming, which includes web application development**; or b) Graduation with an Associate's Degree* in Computer Science, Information Technology, Computer Information Systems or Management Information Systems from a college with federally authorized accreditation or registration by NY State, and three (3) years of experience in systems analysis and computer programming, which includes web application development**; or, c) Graduation from a standard senior high school or possession of a high school equivalency diploma, and five (5) years of experience in systems analysis and computer programming, which includes web application development*; or, d) An equivalent combination of education and experience as defined by the limits of a, b and c.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name and the date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

** Web application development is the creation of application programs that reside on remote servers and are delivered to the user's device over the Internet, and is distinguished from Windows-based application development.

NOTES: Coursework in computer programming or computer technology form a non-degree-granting computer training institution may be accepted based upon credit hour equivalence.

All computer programming experience must have been gained within the last five (5) years.

PROGRAMMER ANALYST PR REQUIRES: To be eligible, a candidate must now be serving and have served on a continuous basis with permanent or contingent permanent competitive status as a Computer Programmer or Website Manager in the jurisdiction in which the candidate seeks promotion for at least two (2) years immediately preceding the last filing date.

WATER TREATMENT PLANT OPERATOR (TYPE IIB) OC REQUIRES: Possession of a Type IB or IIB Water Treatment Plant Operator's certification* issued by the New York State Department of Health.

Necessary Special Requirements

Appointees must maintain a current IB or IIB certification throughout their employment in this title.

*Please attach to the application a copy of your Type IB or IIB Water Treatment Plant Operator's certificate issued by the New York State Department of Health.

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WRITTEN TEST DATE: JULY 20, 2019

CASEWORKER TRAINEE (SPANISH SPEAKING) OC REQUIRES: Graduation from a college with federally authorized accreditation or registration by NY State with a Bachelor's Degree*.

Necessary Special Requirement

At the time of appointment and during employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

*Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

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WRITTEN TEST DATE: SEPTEMBER 21, 2019

ACCOUNT CLERK OC REQUIRES: Either: a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts or journals; or, b) Two (2) years of clerical experience and six (6) credits in accounting from a college with federally authorized accreditation or registration by NY State.*

Note: Education beyond high school from a college with federally authorized accreditation or registration by NY State*, including at least three (3) credits in accounting per year, may be substituted for experience on a year-for-year basis.

*Please attach to the application a copy of your college transcript(s), which must have your name, college name and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

ACCOUNT CLERK (SPANISH SPEAKING) OC REQUIRES: Either: a) Graduation from a standard senior high school or possession of a high school equivalency diploma and two (2) years of experience in computing and registering data in financial records, accounts or journals; or, b) Two (2) years of clerical experience, and six (6) credits in accounting from a college with federally authorized accreditation or registration by NY State.*

Note: Education beyond high school from a college with federally authorized accreditation or registration by NY State*, including at least three (3) credits in accounting per year, may be substituted for experience on a year-for-year basis.

*Please attach to the application a copy of your college transcript(s), which must have your name, college name and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable.

WRITTEN TEST DATE: OCTOBER 5, 2019

OFFICE ASSISTANT* OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirement

To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within one (1) month of appointment; employees must maintain this certification while employed in this title.

OFFICE ASSISTANT (SPANISH SPEAKING) OC REQUIRES: Graduation from a standard senior high school or possession of a high school equivalency diploma.

Necessary Special Requirement

To be employed by the Suffolk County Police Department candidates may be required to attain New York State Police Information Network (NYSPIN) certification within one (1) month of appointment; employees must maintain this certification while employed in this title.

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CONTINUOUS RECRUITMENT

EMERGENCY MEDICAL TECHNICIAN (BASIC) OC REQUIRES: Possession of one of the following certificates* issued by the New York State Department of Health: Emergency Medical Technician-Basic Certificate; Emergency Medical Technician-Intermediate Certificate; Emergency Medical Technician-Critical Care Certificate; or Emergency Medical Technician-Paramedic Certificate.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (CRITICAL CARE) OC REQUIRES: Possession of one of the following certificates issued by the New York State Department of Health: Emergency Medical Technician-Critical Care; or Emergency Medical Technician-Paramedic.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Critical Care must have completed the Suffolk Regional Emergency medical Advisory committee's (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

EMERGENCY MEDICAL TECHNICIAN (PARAMEDIC) OC REQUIRES: Possession of an Emergency Medical Technician-Paramedic Certificate issued by the New York State Department of Health.

*Please attach to the application a copy of your currently valid certificate.

Note: Separate eligible lists will be established for each title.

Necessary Special Requirements (Vary by Jurisdiction)
1. Candidates must maintain the appropriate Emergency Medical Technician Certificate throughout employment in this position.
2. Candidates may be required to possess the appropriate New York State driver's license, and maintain such license throughout employment in this position.
3. Candidates must be free of any speech or hearing defects that would impair functioning in this position.
4. Candidates for Emergency Medical Technician-Paramedic must have completed the Suffolk Regional Emergency Medical Advisory committee's (REMAC) Advanced Life Support credentialing process at the time of appointment and must complete all protocol and policy updates throughout employment in the position.
5. In jurisdictions where required, the incumbent must obtain certification of completion of the appropriate National Incident Management System (NIMS) entry-level course(s), including Incident Command System (ICS) training, within 26 weeks of appointment.

MEDICAL SERVICES SPECIALIST OC REQUIRES: Graduation from a college with federally-authorized accreditation or registration by New York State with a Bachelor's or Master's Degree* in Nursing or other health or human services field, plus two (2) years of experience as a registered professional nurse in home health care and/or the review of home health care services for medical necessity or in the delivery of preventive health care services. Experience must have been gained within the last ten (10) years.

Necessary Special Requirements

At the time of appointment and during employment in this title, employees must possess a Registered Nurse's license issued by the State of New York. Employees must also possess and maintain a valid license to operate a motor vehicle in New York State. *Please attach to the application a copy of your college transcript(s) which must have your name, college name, and date of graduation printed on it by the institution. Grade reports, incomplete transcripts and other similar documents are unacceptable. **Please attach a copy of your currently valid New York State Registered Nurse's license.

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