

SUPPLEMENT "A" OF THE ROCKLAND COUNTY DEPARTMENT OF PERSONNEL CIVIL SERVICE EXAMINATION ANNOUNCEMENTS

EQUAL OPPORTUNITY: It is the policy of the Rockland County Department of Personnel to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, prior not job related criminal conviction record, military status, disability, alienage, citizenship, creed, predisposing genetic characteristics or other legally protected status, unless based upon a bona fide occupational qualification or other exception. Military personnel or Saturday religious observers who need special testing arrangements must note this on their applications. In addition, it is our policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities. Persons with disabilities who require reasonable accommodations and reasonable modifications (e.g. braille booklet, amanuensis, reader, sign language interpreter, extra time, etc.) must make the request on their application.

APPLICATION FORMS: A separate application must be filed for each examination title desired. The applicant should make sure to answer all questions in detail and insure that the application is complete in all respects including number and title of examination. We do not acknowledge receipt of applications, but all applicants will be either admitted to the examination applied for or be informed of the reason for disqualification. All communications and correspondence (i.e. Eligibility Notice, Admission Notice, Notice of Results, etc.) in regards to civil service examinations will be done through e-mail. Candidates applying for civil service examinations must make sure to enter their e-mail address accurately on their application and if their e-mail has changed, to notify our office immediately. If applying by mail, completed applications must be postmarked no later than the last filing date. If applying in person, completed applications must be received in the Department of Personnel no later than 5:00 P.M. on the last filing date. If applying on-line, completed applications must be submitted by 11:59 p.m. on the last filing date. **APPLICATIONS FOR EXAMINATIONS FAXED OR E-MAILED TO THIS OFFICE WILL NOT BE ACCEPTED.**

Application Filing Fee: A \$15.00 **non-refundable** application filing fee is required for each separately numbered non-uniformed examination for which you apply. A \$30.00 **non-refundable** application filing fee is required for each separately number uniformed examination for which you apply. The fee must be submitted with your application(s) and must be received in the Rockland County Department of Personnel by the Last Filing Date as indicated on the appropriate examination announcement. If submitting a paper application, make check or money order payable to the Rockland County Commissioner of Finance. Write your name, last four digits of your social security number and the examination number(s) on the check or money order. **Cash will not be accepted.** Application filing fees are non-refundable. We urge you to compare your qualifications carefully with the minimum qualifications indicated on the examination announcement and file only for those examinations for which you are clearly qualified and intend to take. If you are disqualified from or fail to appear for the examination, **your fee is not refunded.** If your application is received without the required fee, your application **will be disapproved.** Should you wish to appeal the disqualification, you must submit the required fee to the Rockland County Department of Personnel within five (5) business days from the date of the disapproval letter. There is a \$15.00 charge for returned checks. **Application Filing Fee Waiver:** Application filing fee may be waived for those candidates who are unemployed and primarily responsible for the support of a household. In addition, fees may be waived if you are determined eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application filing fee waivers are subject to verification. Candidates interested in this waiver must submit a "Request for Application Fee Waiver and Certification" form with their application by the Last Filing Date indicated on the appropriate examination announcement. Waiver forms can be obtained from the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, New York 10970 (845) 364-3737 or on the web at www.rocklandgov.com.

ADMISSION TO EXAMINATIONS: If you have filed for an examination and do not receive a notice within three days of the date of examination, it is your responsibility to call this office immediately. Notice to appear for the test will be conditional since final review of applications for all requirements may not be made until after the written test. You will not be admitted to the examination room without official notice not more than one half hour after the time you were scheduled to appear that is indicated on the admission notice. Have your Social Security Number available at the examination center. You must bring your driver's license or other photo identification with you also.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Applicants may participate in multiple examinations on the same day. If you have cross-filed for other civil service tests with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. This applies only if you have cross-filed with other local government jurisdictions or New York State. If you have applied to take multiple examinations offered by Rockland County only, you **DO NOT HAVE TO COMPLETE A CROSS-FILER FORM.**

1. If you have applied for both **STATE** and **LOCAL** government exams, you must make arrangements to take all your tests at the **STATE** examination center. You must also notify the Rockland County Department of Personnel, using the Cross-Filer form, that you have applied for a State examination no later than three weeks before the test date.

2. If you have applied only for other local government tests, you must notify the Rockland County Department of Personnel, using the Cross-Filer form, that you have applied for other local government tests no later than three weeks before the test date. You must also notify all local government civil service agencies with whom you have filed an application and been approved, of the test site at which you wish to take your examinations.

There is NO reciprocity with New York City and you must make a choice between the two jurisdictions.

The Rockland County Department of Personnel has made the Cross-Filer form available for applicants to use on our website at www.rocklandgov.com. Please click on "Departments", "Personnel", "Guidelines & Forms" and "Cross-Filer" (other State and County Exams) form.

EDUCATION: In evaluating a candidate's qualifications, the equivalent of 30 credit hours equals one year of college.

EXPERIENCE: Any person whose name is presently on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified. Unpaid, verifiable part-time and volunteer experience in one of the specialized areas may be substituted for an equivalent amount of the required paid experience only if stated on the examination announcement. Part-time experience will be pro-rated. It will be necessary to complete our "Volunteer Experience Form" and provide verification for all volunteer experience claimed. The Rockland County Department of Personnel has made the Volunteer Experience Form available for applicants to use on our website at www.rocklandgov.com. Please click on "Departments", "Personnel", "Guidelines & Forms" and "Volunteer Experience Form".

AGE LIMITS: There may be statutory restrictions on your employment if you are under 18 years of age; any other age restrictions are stated on the announcement.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine if they are qualified. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position. In addition to meeting specific requirements, candidates must be of good moral character and habits.

RATINGS AND REVIEW: When the written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of the examinations apply. Otherwise, rating and review of the examination is governed by the Rockland County Civil Service Rules. Tests are rated on a scale of 100 with the pass point at 70.0. You must pass the written tests as a whole along with the oral and practical tests, if any.

VETERAN'S CREDITS: Eligible disabled or non-disabled war veterans may have ten or five points, respectively, added to their earned passing score on the open-competitive examination. You should request our "Information on Veteran's Credits Form" for details on how to apply and exact dates of war service. This form is also available on our website: www.rocklandgov.com. Veterans or disabled veterans who are eligible for additional credit must make their request for additional credits on the application for examination and must attach a copy of their DD214 Separation from Service Papers. Veteran's credits can only be added to a passing score on the examination. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credits on examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the eligible list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits. Effective September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points on 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 last date to file to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established. Effective January 1, 2014, Article 5, Section 6 of the New York State Constitution was amended to entitle veterans who have used non-disabled veteran credits for a civil service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment provides additional veteran credits to veterans who:

1. Used non-disabled veterans credits to obtain a civil service appointment or promotion with New York State or local government; and
2. Subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law.

Such candidate shall be entitled to 10 additional credits on civil service examinations, minus the number of credits already used for the prior appointment.

ELIGIBLE LIST: The eligible list is made up of candidates who successfully pass all portions of the examinations. The eligible list resulting from this examination will remain in existence for a minimum of one year and may be extended to a maximum of four years. It may be used for appointment to the same title or to any other title deemed to be similar and appropriate. It will not supersede any existing eligible list in the same title unless specifically stated on the announcement.

RESIDENTIAL PREFERENCE: Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. To be eligible for such preference, an eligible must at the time of certification, and for at least 60 days prior to such certification, be a resident of the municipality in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment. For appointment in some jurisdictions, you may be required to become a resident thereof in accordance with law or resolution.

SENIORITY: Seniority will be credited in promotion examinations by adding points to the scores of passed candidates. Normal weighting will be one point for each creditable five-year period or fraction thereof beyond the initial year of service. Credit will be given only for permanent classified service on a continuous basis prior to examination date.

APPLICATIONS: Applications may be obtained on our website at www.rocklandgov.com or by calling or visiting the Rockland County Department of Personnel, (Seventh Floor), 50 Sanatorium Road, Building A, Pomona, New York 10956 (845-364-3737). Applications may also be requested by e-mail to RCPersonnel@co.rockland.ny.us or RCExams@co.rockland.ny.us. Please note that e-mail requests for applications must be received five (5) days prior to the last filing date for the examination(s).

E-MAIL NOTIFICATION: The Rockland County Department of Personnel continues to strive to improve all aspects of the Civil Service examination process. Towards this end, all communications and correspondence (i.e. Eligibility Notice, Admission Notice, Notice of Results, etc.) in regards to civil service examinations will be done through e-mail. Candidates applying for a Civil Service examination must make sure to enter their e-mail address accurately on their application and if their e-mail has changed, to notify our office immediately. Please direct any questions you may have regarding this change to the Rockland County Department of Personnel at (845) 364-3737 or e-mail questions regarding Civil Service examinations to RCExams@co.rockland.ny.us.

SPECIAL ARRANGEMENTS: Candidates, who for religious reasons, cannot be tested on Saturday must indicate this information on their application. All other requests for alternate test dates (including special testing arrangements for active military members) must be submitted at least two weeks prior to the examination date. The requests will be reviewed on a case-by-case basis for compliance with our rather strict Alternate Test Date Guidelines. Applicants with disabilities who require special accommodations should contact our department by the close of the filing period.

WARNING: Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during the examination, or anyone found taking a civil service test for someone else or enlisting another person to take an examination for another will be subject to being disqualified from that examination and may be barred from taking any further examinations with the County of Rockland and may be subject to other penalties as prescribed by law.

County of Rockland Civil Service Examination Announcements and Supplement "A" are now located at the official County of Rockland website www.rocklandgov.com by clicking on "Departments", "Personnel", and "Civil Service Examinations".

CIVIL SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER

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