



**SUPPLEMENTAL INFORMATION TO EXAMINATION ANNOUNCEMENTS ISSUED BY
THE ROCKLAND COUNTY DEPARTMENT OF PERSONNEL AND
INSTRUCTIONS TO CANDIDATES FOR COMPLETING AN APPLICATION FOR EXAMINATION OR EMPLOYMENT**

EQUAL OPPORTUNITY: It is the policy of the Rockland County Department of Personnel to provide accommodations in testing to individuals with disabilities and to religious observers and to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination based on age, race/color, creed, religion, national origin, gender, sexual orientation, disability, marital/familial status, military status, criminal record and additional protections under federal, state and local law, policies and regulations.

E-MAIL NOTIFICATION: All communications and correspondence (i.e., Application Determination Notification, Admission Notice, Notice of Results, etc.) in regard to civil service examinations and non-examinations will be done through e-mail. It is imperative that applicants make sure that their contact information, including e-mail address, is correctly and accurately provided on their application. Applicants are directed to immediately submit a Name/Address Change Form* in the event of any change to their contact information, including e-mail address.

APPLICATIONS

APPLICATION FORMS: An application is part of the selection process for a civil service examination or a non-examination employment opportunity with a County department or local jurisdiction. If an applicant fails to answer all questions completely and accurately, the application may not be approved. A resume may provide additional information but is NOT a substitute for fully completing an application. Candidates must submit a separate application for each examination or non-examination employment opportunity for which they are applying.

APPLICATIONS FOR EXAMINATIONS: Applications for examinations may be submitted online or by completing, printing, and mailing a fillable application* to the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970. If applying on-line, completed applications must be submitted by 11:59 p.m. on the last filing date. If applying by mail, completed applications must be postmarked no later than the last filing date. **APPLICATIONS FOR EXAMINATIONS FAXED OR E-MAILED WILL NOT BE ACCEPTED.** (See below for instructions on submitting Application Filing Fees).

The Rockland County Department of Personnel does not acknowledge receipt of applications submitted for examinations; however, all applicants for a civil service examination will receive written notification of the results of their application review – i.e., that the application has been approved, conditional pending required information, or disapproved. The reason for disqualification will be provided in writing to the applicant.

EXAMINATION APPLICATION FILING FEE: The examination announcement indicates the required Application Filing Fee, which must be submitted with each examination application and received by the Rockland County Department of Personnel on or before the LAST DATE AND TIME FOR FILING listed on the announcement. **All examination fees are non-refundable.** A \$15.00 filing fee is required to accompany each separately numbered non-law enforcement examination application; a \$30.00 filing fee is required to accompany each separately numbered law enforcement examination application. Fees may be paid by Paypal, credit card, check, or money order (payable to the Rockland County Commissioner of Finance) and must include the examination number and the last four digits of your social security number. Cash will not be accepted. Candidates should compare their qualifications carefully with the minimum qualifications indicated on the examination announcement and file only for those examinations for which they are clearly qualified and intend to take. If you are disqualified from or fail to appear for the examination, the fee is not refunded. If an application is received without the required fee, the application will be disapproved. There is a \$15.00 charge for returned checks.

APPLICATION FILING FEE WAIVER: The 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 a candidate is determined to be eligible for Medicaid, receiving Supplemental Security Income (SSI) payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or is 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 the application by the last filing date indicated on the appropriate examination announcement.

NON-EXAMINATION EMPLOYMENT OPPORTUNITIES: Before completing the application for a non-examination employment opportunity, candidates should carefully read the job specification* for the title to ensure that they understand the required minimum qualifications. They must apply by completing the fillable Application for Examination or Employment* and submitting it to the County department or local jurisdiction to which they are applying.

APPLICATION REVIEW: If following a determination on the application, it has been deemed conditional pending required information, or the application has been disapproved for failing to meet qualifications, an applicant may submit a supplemental statement clarifying or otherwise providing proof of the qualifications required for the position. Any supplemental statements received are deemed an extension of the original application, and accordingly, a candidate is deemed to have affirmed that all statements made are true under the penalties of perjury. As it relates to examination applications, unless otherwise noted in writing, the Rockland County Department of Personnel will not accept or review supplemental statements which are submitted within two (2) weeks prior to the examination date.

EDUCATION: In evaluating a candidate's qualifications, the equivalent of thirty (30) credit hours equals one (1) year of college. The degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If using college credits to qualify, candidates must arrange for their official transcripts to be sent directly from the educational institution to the Rockland County Department of Personnel; student transcripts are not acceptable.

If the degree and/or college credit was awarded by an educational institution outside the United States and its territories, an independent verification of equivalency must be submitted. A list of acceptable companies who provides this service is available on the Rockland County Department of Personnel website. Candidates are responsible for any fees connected to the evaluation of credits.

WORK EXPERIENCE: In evaluating a candidate's qualifications, a full-time work week will be evaluated on the basis of 35 hours per week. Unless otherwise specified, part-time experience will be prorated on the basis of 35 hours per week. No credit is given for experience totaling less than 5 hours per week.

VOLUNTEER EXPERIENCE: For certain positions, unpaid, verified volunteer experience in one of the specialized areas of required qualifications may be substituted for an equivalent amount of the required paid experience. The job specification and/or examination announcement will indicate if volunteer experience is eligible for consideration. A Volunteer Experience Form* must be submitted with the application if volunteer experience is to be used in support of meeting the minimum qualifications for a position or examination.

AGE LIMITS: There may be statutory restrictions on employment if a candidate is under 18 years of age; other age restrictions, if any, are stated on the examination announcements.

BACKGROUND INVESTIGATION AND VERIFICATION OF QUALIFICATIONS: In addition to meeting specific qualification requirements, candidates must be of good moral character and habits, and may be subjected to an investigation, including a criminal history and background check, to determine suitability for appointment. Additionally, certain positions may require candidates to undergo evaluations to assess medical, psychological, and/or physical capabilities as they relate to the ability to perform the duties of the position.

There may be instances where responses to certain questions on the application prompt the need for additional

investigation to determine qualifications for employment. In such a case, a Confidential Investigation Questionnaire will be provided to the applicant to allow for the submission of additional facts, as well as any supporting documentation giving rise to the affirmative response. Affirmative responses to questions related to criminal records do not represent an automatic bar to employment. Each case is considered and evaluated on its individual merit in relation to the duties and responsibilities of the position for which the candidate is applying. Candidates who indicate a criminal conviction (felony or misdemeanor) are required to submit a summary of disposition and/or certificate of relief.

EXAMINATIONS

ADMISSION TO EXAMINATIONS: Candidates will receive an admission notice for each examination you are approved or conditionally approved to participate in on the respective examination date; each notice must be presented in order to enter the examination site. The admission notice provides the examination name and number, the date and time candidates are scheduled to appear, the examination location, and other pertinent guidelines. Candidates will not be permitted entry into the examination site if more than thirty (30) minutes have passed from the entry time provided on the admission notice. Candidates must bring a physical original of their driver's license or other photo identification to the examination site. Candidates must also know their Social Security Number, as it is used as the candidate identification number on all test materials. **CANDIDATES WHO HAVE APPLIED FOR AN EXAMINATION AND DO NOT RECEIVE A NOTICE WITHIN THREE (3) DAYS OF THE DATE OF EXAMINATION MUST CONTACT THE DEPARTMENT OF PERSONNEL IMMEDIATELY AT RCEXAMS@CO.ROCKLAND.NY.US OR BY CALLING 845-364-3737.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Candidates may participate in multiple examinations on the same day. Candidates who have cross-filed for other civil service examinations with New York State or any other local government jurisdiction, must make arrangements to take all the examinations at one test site by completing a Cross-Filer Form*. This applies only if you cross-filing with other local government jurisdictions or New York State.

Candidates who have applied to take multiple examinations offered by Rockland County only DO NOT HAVE TO COMPLETE A CROSS-FILER FORM.

Candidates who have applied for both STATE and LOCAL government exams must make arrangements to take all exams at the STATE examination center and must also notify the Rockland County Department of Personnel no later than three (3) weeks before the test date using the Cross-Filer form that they have applied for a State examination.

Candidates who have applied only for other local government tests must notify the Rockland County Department of Personnel no later than three (3) weeks before the test date using the Cross-Filer form that they have applied for other local government tests AND must also notify all local government civil service agencies with whom they have filed an application and been approved of the test site at which they wish to take their examinations

There is NO reciprocity arrangements with the City of New York; therefore, candidates are unable to participate in Rockland County or New York State civil service examinations on the same day or in the same location as those offered by the City of New York.

The maximum time allowed for any combination of examinations in different examination series is eight (8) hours.

ALTERNATE EXAMINATION DATES: In accordance with the Rockland County Department of Personnel's Alternate Examination Date Policy*, there may be limited instances whereby a candidate can request and be approved for an alternate test date for a written and/or performance examination. All requests for an alternate examination date must be made in writing on the Request for Alternate Examination Date Form*, accompanied by documentation that verifies the need for an alternate examination date, and submitted in advance, no later than seven (7) days prior to the scheduled examination date. If an emergency nature of the request makes this impracticable, candidates are directed to promptly email RCEXAMS@co.rockland.ny.us or call (845) 364-3737 prior to the scheduled examination date or no later than 12:00pm on the Monday immediately preceding the scheduled examination date.

Arrangements for an alternate test date may be made for active military personnel who are deployed at the time of the

examination using the Request for Alternate Examination Date Form*. Candidates requiring an alternate examination date due to military service must provide a copy of their orders with their requests.

Candidates who for religious reasons, cannot be tested on Saturday, may request an alternate examination date in writing on the Request for Religious Accommodation Form*, which requires the candidate to provide both personal certification, as well as that from an official of the candidate's religious group, stating that the candidate is a member of a church, congregation, or religious group which observes the Sabbath on Saturday, and that it is contrary to its religious tenets for a member to participate in a civil service examination on the Sabbath. Requests for an alternate test date must be submitted in advance, no later than seven (7) days prior to the scheduled examination date.

If approved for an alternate examination date, candidates will be emailed an Alternate Examination Date Admission Notice indicating the date, time, and location of the alternate test. Alternate examination dates are scheduled Monday through Friday of the week following the scheduled Saturday examination date. Under no circumstances will an alternate test date be held prior to the announced examination date. The granting of an alternate examination date for any other test date other than the Monday through Friday of the week following the scheduled Saturday examination date will be at the sole discretion of the State Civil Service Department or the Rockland County Commissioner of Personnel.

TESTING ACCOMMODATIONS: Candidates with disabilities who require special testing accommodations must submit a Request for Accommodation Form*, which includes a confidential medical history questionnaire and authorization for release of medical information, along with supporting medical documentation to the Rockland County Department of Personnel no less than fourteen (14) calendar days before the scheduled examination date. The granting of testing accommodations will be at the sole discretion the New York State Department of Civil Service. Candidates will be notified prior to the examination whether a testing accommodation has been approved and will receive an admission notice indicating the date, time and location of the examination. Examination dates and location may vary depending on the nature of the testing accommodations and may be held on either the scheduled Saturday examination date or Monday through Friday of the week following the scheduled Saturday examination date.

EXAMINATION PREPARATION AND STUDY GUIDES: Every Examination Announcement includes a section entitled "Subjects of the Examination," which explains how candidates will be tested and on what type of content. The New York State Department of Civil Service may publish study guides for some, but not all, examinations. Examination Announcements will indicate whether or not study guides are available for the particular examination and how to obtain a copy thereof. Candidates can find more information from the New York State Department of Civil Service here: <https://www.cs.ny.gov/testing/testguides.cfm>.

EXAMINATION CANCELLATIONS: As the New York State Department of Civil Service schedules examinations on a statewide basis, it is very rare for an examination to be cancelled for any reason. However, if an examination is cancelled or the start time postponed due to inclement weather or a non-weather emergency, candidates will receive an email notification advising of the cancellation. In addition, cancellation notices will also be posted on the Rockland County Department of Personnel website and Rockland County government social media pages. If inclement weather or other type of emergency is anticipated in the days leading up to the examination, candidates are advised to check their email frequently.

RATINGS AND REVIEW: When a 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 pertaining to the rating and review of the examinations apply. Otherwise, rating and review of the examination is governed by the Rockland County Civil Service Rules. In some instances, the New York State Department of Civil Service will designate certain examination questions in a particular examination series to be open to review on the Saturday after the examination is held. This is called a "pre-review" and participation in this review must be requested at the examination site upon completion of the examination. Candidates will be able to see the questions and the tentative answers, but not their answer sheet. This is the forum in which to challenge what you may consider to be an appropriate question(s) and/or answer(s).

After candidates receive their scores, they may request a computational review, in which they will be able to review a

copy of their answer sheet and the final answer key, but not the test questions. Directions for requesting a computational review are included with the grade notification. Requests for a computational review must be made within seven (7) days of the receipt of the score notification letter.

The New York State Department of Civil Service designs, prepares, and scores most of the examinations used by the Rockland County Department of Personnel. Tests are rated on a scale of 100 with a minimum score of 70 deemed a passing score. Candidates will receive an email notification of their exam score once the eligible list has been established. Candidates may also view their civil service application history, examination results, and list status here: <https://mycivilservice.rocklandgov.com/default/linkapps>. In order to maintain confidentiality, the Rockland County Department of Personnel will not provide examination scores or rank on the eligible list by telephone.

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.

ELIGIBLE LISTS

VETERANS CREDITS: To be entitled as a veteran to receive five (5) points additional credit on Eligible Lists resulting from an open-competitive examination and two and one-half (2 ½) points in a promotion examination, or as a disabled veteran to receive ten (10) points additional credit in an open-competitive examination and five (5) points in a promotion examination, documentary proof (DD214 – Separation From Service Forms or Discharge Papers) must be submitted to the Department of Personnel prior to the establishment of the Eligible List. A candidate who is currently in the armed forces may receive conditional veterans credit on an Eligible List. Additional details on eligibility, required documentation, and use or waiver of veterans credits on examinations is available on the Rockland County Department of Personnel website: <http://rocklandgov.com/departments/personnel/information-for-veterans/>.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: Children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points on the Eligible List resulting from a competitive examination for original appointment in the same municipality in which the candidate's parent has served. Candidates who are qualified to participate in the examination and are a child of a firefighter or police officer killed in the line of duty in that municipality should inform the Department of Personnel of such status when submitting their application for examination. A candidate claiming such credit, must submit the necessary documentation to verify credit eligibility no later than thirty (30) days following the examination date. No credit may be added after the Eligible List has been established.

SENIORITY: Seniority will be credited in promotion examinations by adding points to the scores of passed candidates. Normal weighting will be one (1) point for each creditable five (5) 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.

ELIGIBLE LIST: The Eligible List is comprised of candidates who successfully pass all portions of the examinations. The Eligible List resulting from an examination will remain in existence for a minimum of one (1) year and may be extended to a maximum of four (4) 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.

When an agency or department has an opening for a competitive position (a position that requires passing an examination), they request a list (a "certification") of eligible candidates who have passed the appropriate examination for the position. Agencies/departments send out canvass letters to those on the certification to determine who is interested in the type of appointment available. Only those who reply within the specified time period of seven (7) business days, and who express interest, and who are reachable, may be appointed.

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 sixty (60) days prior to such certification, be a resident of the jurisdiction, and must be a resident of such jurisdiction at the time of appointment. For appointment in some jurisdictions, you may be required to become a resident thereof in accordance with a local law or resolution.

*All required forms and additional information about applying for examinations and non-examination employment opportunities, is available at: <http://rocklandgov.com/departments/personnel/>.

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