Examination No. & Title	Salary Grade	Beginning Salary
30-500 Information Technology Specialist 2**	**18**	**$60,069** (PEF)
		$59,038 (M/C)
		$57,803 (Thruway Authority)

Training and Experience Test To Be Held Periodically	Applications Accepted Continuously

ONLINE APPLICATION PROCESS AVAILABLE at https://www.cs.ny.gov/jobseeker

**The eligible list established as a result of this examination will also be used to fill Information Technology Specialist 2 (Programming) positions.

For Promotion in State Departments, Facilities, and Agencies
1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments

Open to all qualified employees of New York State.

The Positions: These positions exist in agencies statewide and are located primarily in the Albany area.

Minimum Qualifications: On or before the date of filing your application you must be a qualified employee of New York State and have had ten months of permanent competitive or 55-b/55-c service as an Information Technology Specialist 1 or Information Technology Specialist 1 (Programming).

Qualifying Experience for Appointment from the Eligible List: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Order of Certification: The order of certification of this eligible list will be:
1. Promotion Unit "A" eligibles
2. Promotion Unit "All" eligibles
3. Department "A" eligibles
4. Department "All" eligibles
5. Interdepartmental "A" eligibles
6. Interdepartmental "All" eligibles

Duties: As an **Information Technology Specialist 2,** you would conduct or assist in business/systems analysis. This may include such activities as:

Documenting business systems or processes by describing all relevant factors including workflow processes and data input/output activities; describing data elements and overall program goals, objectives, and external considerations, such as federal and state legislative mandates; developing and administering a transactional, dynamic, or interactive website; or designing, developing, and administering database systems to support IT applications.

Gathering, organizing, and performing preliminary analysis of information about costs/benefits, advantages/disadvantages, and technical feasibility of designing and implementing proposed systems.

Participating in meetings and working with agency management, users, vendors, consultants, and IT staff to discuss IT solution options and to assist in recommending appropriate system platforms for meeting program requirements.

Assisting in analyzing the impact of implementing new or modified systems on computer resources and other agency programs; assisting with various design activities such as creating program specifications, work flow diagrams or structured charts, and logical data models; participating in the testing phase of application development such as assisting in the development of test plans, test conditions, and validation testing; developing, preparing, and assisting with documentation preparation for the system, including run books for computer operations staff, procedural manuals and online help instructions for users, and technical documentation manuals for IT staff; performing installation, administration, testing, and maintenance of hardware and software; deploying, configuring, or maintaining and assisting in developing and planning networked or telecommunications systems; assisting in the development of enterprise information security procedures and protocols; and providing and administering training in hardware and software technologies.

In addition to the above duties, as an Information Technology Specialist 2, you may supervise lower-level IT staff that includes providing technical direction to staff and supervisory duties such as timecard sign-off and completing performance evaluations.

Positions filled as Information Technology Specialists 2 (Programming), Grade 18, perform or assist in performing technical activities related to writing instructions (code), application program development, program and system testing, and business/systems analysis and design related to computer systems, systems maintenance and implementation in such areas as the design and development of database systems; dynamic, transactional, or interactive web sites; and agency specific application programs. Appointees to this title may perform any of the duties assigned to Information Technology Specialists 2; however, the preponderance of duties assigned involves computer application programming duties.

Note: This examination is being held on a promotion and open-competitive basis. If you are admitted to the promotion examination under anticipated eligibility (i.e., you do not have the required one year of Qualifying Experience For Appointment From The Eligible List) and if you meet the open-competitive minimum qualifications, you may also be admitted to the open-competitive examination. To be admitted, you must apply for the open-competitive examination according to the instructions given on the open-competitive announcement. Once you meet the required one year of qualifying service for appointment form the promotion list, you will not be eligible for appointment form the open-competitive eligible list.

Examination Schedule: State agencies have an ongoing need for persons qualified for appointment to these positions. The Department of Civil Service accepts applications continuously and rates tests on a fixed schedule. **All parts of the examination must be complete by the deadlines below, failure to complete by the announced deadlines may result in disqualification and your name not appearing on the eligible list.**

Applications and tests period
January 1-February 28
March 1-April 30
May 1-June 30
July 1- August 31
September 1 – October 31
November 1-December 31

Subject of Examination: To be considered for appointment to this title, you must pass a **training and experience test**. The training and experience test utilizes an **online questionnaire** to evaluate your minimum qualifications and training and experience as it relates to your education, including coursework in computer science, and experience in information technology. **YOUR COLLEGE TRANSCRIPTS MAY BE REQUIRED TO REPORT COMPLETED COURSEWORK.** Your responses on the questionnaire will be the only way to evaluate your minimum qualifications and will be the only basis for rating your training and experience. After submitting your online application, you must continue to the online questionnaire to complete the process. You cannot access the test prior to applying for the examination.

You must complete all parts of the examination. Failure to complete the questionnaire will result in disqualification from the examination. Ambiguity, vagueness, or omissions will not be decided in your favor.

The information you provide on the application and questionnaire is subject to verification. You may be required to furnish written verification of the education, experience, certification, or licensure claimed. False statements may result in removal from the eligible list or termination of employment.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any wartime Veterans' credits.

Credit for Seniority: Seniority will be given due weight in the evaluation of training and experience.

Retest Policy: Qualified candidates may file as frequently as every six months, but a new online application and online training and experience test submission are required each time.

Selective Certification of the Eligible List: All candidates who meet the minimum qualifications and pass the examination will have their names included on the general eligible list.

Agencies will have two options to fill vacancies from the eligible list. One option will be a certification of the general eligible list.

Or, if it is determined that specific education and experience beyond the minimum qualifications are required for a position, agencies can utilize a **selective certification** of the eligible list. A selective certification filters the general eligible list by the specific education and experience required for the position based upon eligible candidates' education and experience as indicated on a supplemental **online skills inventory questionnaire**. A **selective certification** will contain only the names of eligible candidates who meet the specialized requirements.

Candidates can complete an **online skills inventory questionnaire** to report their relevant education and experience in order to qualify for positions filled through selective certification. The online skills inventory questionnaire is NOT SCORED and is subject to verification by the hiring agency. Names of candidates who pass the examination, but do not complete the **online skills inventory questionnaire**, will appear only on the general eligible list and will not be considered for positions filled through the selective certification process.

Candidates who complete the application and online training and experience examination can access the **online skills inventory questionnaire** on the Questionnaire Selection Page.

Selective Certification Update Policy: Qualified candidates may submit an update to their online skills inventory questionnaire as frequently as every six months.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include the notification of your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into https://www.cs.ny.gov/home/myaccount.

How To Apply: *You will need a **personal** NY.gov ID to apply for these examinations. If you do not have a **personal** NY.gov account, please underline create an account.*
- Online our Internet address is http://www.cs.ny.gov/jobseeker.

The NYS Department of Civil Service reserves the right to reject or accept applications. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. For information on fee waivers, visit https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee. **Any past due application processing fees must be paid in full prior to submitting an application.** Please email FeeUnitMail@cs.ny.gov regarding inquiries about any past due fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.