



DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES A PROMOTION TRAINING AND EXPERIENCE EXAMINATION FOR:

Title: Software Applications Specialist
Number: 24485020
Salary: \$88,751-108,127 – Dutchess County (2024 Salary)

Final Application Filing Date: 05/29/2026
Applications postmarked 05/29/2026 will be accepted.
Applications accepted until 4:30 p.m. Monday through Friday.

Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to “Commissioner of Finance” with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully; the application processing fee will NOT be refunded to disapproved applicants.**

VACANCY: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in the Dutchess County Office of Central and Information Services (OCIS).

MINIMUM QUALIFICATIONS FOR EXAMINATION: On or before May 29, 2026, to be eligible for the promotion examination, employees must meet the promotion qualifications listed below:

Candidates must possess one (1) year of permanent competitive class status as a Programmer/Analyst in the Dutchess County Office of Central and Information Services (OCIS) immediately preceding May 29, 2026.

NOTE: According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

SPECIAL REQUIREMENT: Possession of a valid driver’s license to operate a motor vehicle in New York State at time of application and to maintain the position.

DUTIES: This is a highly specialized position designed to fully support stand-alone and networked software applications. The incumbent works with users to ascertain software and programming needs, and develops appropriate applications, or recommends new systems to meet such needs. The incumbent installs, configures, documents, and supports such systems. The position is also responsible for developing training programs to facilitate optimal use of software systems, and to develop appropriate evaluation procedures to measure software performance. The incumbent also provides direct user support as required. Work is performed under the general direction of higher level staff with considerable leeway in carrying out day-to-day operations. Supervision of others is not a normal function of the position.

EXAMPLES OF WORK (Illustrative Only): Develops and maintains standards and procedures related to application system design, software and data conversion, system installation and integration, system configuration, security implementation, and programming methods; consults with users in all phases of application program development and/or system implementation, establishing input/output requirements, workflows, format and generation of reports, manipulation and distribution of data; identifies appropriate logic, design, and procedures required to create and implement software systems as requested by users; performs installation and upgrade of application software systems and system support software on servers and workstations; performs installation, customization, configuration, and programming of application software, including integration with other software systems; uses database tools to query databases, perform data manipulation, and uses data to create reports and present information to staff and users; provides ongoing technical assistance to information technology / computer center staff and systems users; develops and participates in programs for training staff in the use of software programs or recommends appropriate training options; evaluates existing operating system and application software, recommending changes and improvements when appropriate; establishes and maintains procedures to collect, evaluate, and modify application software performance; consults with supervisor on technical matters and in scheduling and prioritizing projects; works with other information technology / computer center staff on technical matters, project tasks, and user support; maintains technical reference materials and other records; provides support in other areas, such as initial setup, software maintenance, operating system or network support.

SUBJECT OF EXAMINATION: The examination will consist of a rated evaluation of training and experience. Candidates must first complete the examination application and submit it to the Dutchess County Department of Human Resources on or before the last filing date of May 29, 2026. Approved candidates will be emailed or mailed (depending upon the contact preference you indicate on your application) directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience (T&E) Questionnaire will be available on July 1, 2026, and approved candidates will be required to complete and submit this questionnaire between July 1, 2026, and 11:59 PM July 31, 2026. Candidates will not be able to claim any credit for training and experience to be gained after the application filing deadline of May 29, 2026.

Rated Evaluation of Training and Experience

You will complete a questionnaire that asks for specific information on your information technology education (formal degrees, IT-related training courses, certifications) and experience. You will also be asked to briefly describe a significant achievement in each of the job's areas and to provide the name and contact information for someone who can verify your information. The information you provide about your experience will be rated against the following areas:

- Computer Programming
- Help Desk
- User Support
- Network Administration
- Business/Systems Analysis

APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

SEE REVERSE

IMPORTANT*****

*****IMPORTANT
ISSUED: 05/01/2026

**FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE
AT <https://dutchess-portal.mycivilservice.com/> or dutchessny.gov/jobs**

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

SENIORITY shall be computed from the date of original permanent appointment in the classified service.

One point for each creditable five-year period up to a maximum of five points as follows:

Less than 1 year-----	0 points	Over 11 years up to 16 years-----	3 points
1 year up to 6 years-----	1 point	Over 16 years up to 21 years-----	4 points
Over 6 years up to 11 years-----	2 points	Over 21 years up to 26 years-----	5 points

Transfer from service in other government units within New York State shall be included in computing seniority.

GENERAL INFORMATION - PROMOTIONS

The position the promoted individual vacates will only be filled on a temporary basis or contingent permanent basis pending the satisfactory completion of their probationary period. At any time during the probationary period the employee can return to the position that he or she was promoted from.

RETURNED CHECK FEE: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

FINGERPRINTING: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

COLLEGE CREDITS AND/OR DEGREE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

VETERANS: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

CHANGE OF ADDRESS: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

NOTE: 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.

APPLICATIONS: May be obtained online at www.dutchessny.gov, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).