



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

Title: Systems Analyst (GIS)

Number: 24484020

Salary: \$94,438-115,061 – 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 (GIS) 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:** An appointing authority may require the possession of a New York State Driver License at time of appointment.

**DUTIES:** This is a high level position responsible for the technical development of a project. Responsibilities may include flow charting, documentation, database specifications, user output specifications, and the determination of the necessary programming tools to meet user needs. Incumbents have a great deal of contact with users in identifying and designing system requirements. The class differs from Programmer/Analyst in that the work focuses on complex systems analysis and application design rather than a balance of systems analysis and programming. The position differs from other Systems Analyst positions in that it specializes in the development of the Geographical Information System (GIS). Work is performed under the general direction of a project leader or other administrative staff. Supervision of others is normally a function of the position.

**EXAMPLES OF WORK (Illustrative Only):** Develops and fully documents standards for the Geographical Information System and its applications; evaluates and edits data for inclusion to the GIS database; establishes standards for levels of accuracy for GIS data layers; reviews and designs application needs for GIS users; develops and documents procedures for GIS staff; operates GIS software to perform analysis and to produce maps and other graphic output; develops and conducts training for GIS users; makes modifications to GIS applications; assists subordinate staff in overall system design and programming techniques; functions as user liaison during project development.

**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  
Web Site Development

APPLY ONLINE AT [WWW.DUTCHESSNY.GOV/JOBS](http://WWW.DUTCHESSNY.GOV/JOBS)

SEE REVERSE

IMPORTANT\*\*\*\*\*

\*\*\*\*\*IMPORTANT  
ISSUED: 05/07/2026

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