DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title:  Project Leader

Number:  87290010

Salary:  $89,090-109,331 – Dutchess County (Management Salary)

Date of Examination:  12/07/2024
Applications Accepted Until:  11/01/2024
Applications postmarked 11/01/2024 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.**

**NOTE**: When applying for both open competitive and promotion or open competitive and interdepartmental promotion examinations for the same title, the examination fee will be waived for the promotion or interdepartmental promotion examination only.

**VACANCY**: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

**NOTE**: A Promotion examination is being given in conjunction with this Open Competitive examination. The Promotion eligible list will be certified FIRST.

**MINIMUM QUALIFICATIONS**: Candidates must meet the following requirements on or before December 7, 2024:
EITHER: (A)   Bachelor's degree in Computer Science, Information Systems, Information Technology, or a closely related field and three (3) years of work experience involved in the analysis, planning, design, development, implementation, and support of business or governmental information systems and applications (e.g. transaction processing, case management, workflow, data entry, etc.) which included:
  (1)   two (2) years of independent project work where the candidate was responsible for all project activities, including requirements gathering, project planning, project development and execution, and communication with stakeholders, and;
  (2)   two (2) years primarily using web-based or windows-based programming languages;
OR:  (B)   Associate's degree in Computer Science, Information Systems, Information Technology, or a closely related field and five (5) years of work experience involved in the analysis, planning, design, development, implementation, and support of business or governmental information systems and applications (e.g. transaction processing, case management, workflow, data entry, etc., which included items 1 and 2 above.
OR:  (C)   An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTES**:
1. Training in computer science beyond the Bachelor's level may be substituted for required work experience (but not for the project management or specific programming experience) on a year-for-year basis, for a maximum of two (2) years.
2. Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

**SPECIAL REQUIREMENT**: Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**DUTIES**: This is an important supervisory position responsible for planning and directing major components of an information services, information technology, or computer center's applications programming function. Assignments range from overall responsibility for major developmental efforts to the responsibility for all maintenance programming. The class differs from that of Systems Analyst in that an incumbent has oversight of numerous projects across multiple team members, whereas the Systems Analyst is normally responsible for the technical development of a subset of the team's projects. Work is performed under general direction of a higher level employee. Supervision is exercised over subordinates. **EXAMPLES OF WORK (Illustrative Only)**: Supervises staff of project teams; manages projects throughout all phases of the project life cycle, including monitoring the execution of projects across all members of the project team; investigates and evaluates user requests, determines user needs, and presents recommendations; prepares project plans and schedules, including objectives, requirements, tasks, work assignments and resources; reports project progress, problems and output to management and users; takes appropriate actions to control project budget, schedule, scope, and quality; coordinates operational support activities of the project team; provides technical guidance and assistance to project staff; coordinates training opportunities for project team; ensures project team are following County, department, and industry policies, standards, guidelines, and best practices. coordinates project performance with other work of the department;

**SUBJECT OF EXAMINATION**: A test designed to evaluate knowledge, skills and/or abilities in the following areas:
**Preparing written material**
These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
**Administrative techniques and practices**
These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.
**Project management**
These questions are designed to test for techniques and concepts of project management. They may cover, but not necessarily be confined to, management of systems development, management by objectives, project scheduling and control techniques (e.g., PERT), characteristics of organizations and of the systems life cycle, and the development of data processing standards.
**Supervision**
These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
**Systems analysis and design**
These questions test for techniques and concepts of computer systems analysis and design. They cover such subjects as feasibility and applications studies, systems development tools and software, the systems life cycle, types of systems (e.g., client/server, Web-based), controls, and systems documentation, testing, and implementation.
**Test guide**:
The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: https://www.cs.ny.gov/testing/testguides.cfm.
The use of calculators is **ALLOWED** for this exam.

### DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
### APPLY ONLINE AT WWW.DUTCHESSNY.GOV
*****IMPORTANT          SEE REVERSE          IMPORTANT*****
ISSUED: 10/11/2024

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.

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.**

MULTIPLE EXAMINATIONS:  If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site.  **You are required to complete and return a Cross-Filer Form,** available on the Dutchess County website www.dutchessny.gov, to the Dutchess County Department of Human Resources **no less than two (2) weeks prior to the examination date**.  Failure to provide such information within this time frame may result in disqualification from one or more examinations.

ALTERNATE TEST DATES may be arranged upon review of documented circumstances in accordance with established policy.  Such arrangements must be made prior to the exam except for emergency situations or active military service.

RELIGIOUS ACCOMMODATION: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application.  You will be granted an alternate test date, usually during the following week.

SPECIAL ACCOMMODATION:  If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

WEATHER: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3.
 You may also listen to the following radio stations for possible delays or other updates:

| WEOK/WPDH | WKIP/Q92 | WBNR/WSPK | WCZX | WGNY | WRWD/WBWZ |
|---|---|---|---|---|---|
| 1390AM | 1450AM | 1260AM | 97.7FM | 1220AM | 107.3FM/93.3FM |
| 101.5FM | 92.1FM | 104.7FM | | 103.1FM | |

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.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators.  Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.

ADMISSION TO EXAMINATION:  Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, *applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application.  Such statements may not be reviewed and/or verified until after the examination is held*.  At that time, those candidates not meeting the requirements are disqualified.  Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

**If you do not receive a notice three days prior to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169**.

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.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list.  For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

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).

"HOW TO TAKE A WRITTEN TEST" and questions and answers about MUNICIPAL CIVIL SERVICE EXAMINATIONS publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.