

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com

Please Post Conspicuously



Issue Date: 2/10/16
County #2961

Columbia County Civil Service Commission announces
an open competitive (*open to the public*) examination for:

School Improvement Data Analyst
#66979

Administration of an exam does not imply a vacancy exists

Date of Examination:	May 14, 2016
Last Filing Date:	April 6, 2016
Filing Fee:	Fee for this examination is \$15.00 PERSONAL CHECKS ARE NO LONGER ACCEPTED (See reverse side for instructions)
Residency:	Candidate must be a resident of Columbia, Dutchess, Ulster, Greene, Albany or Rensselaer County for (4) four months prior to the date of the examination.
Location:	To be announced.
Vacancy:	The eligible list established from this examination will be used to fill vacancies as they occur at Questar III.
Salary:	\$ 46,000.00-\$52,000.00

Duties of the position: Candidate is responsible for assisting school districts and/or BOCES with the planning of school improvement initiatives based on analysis and interpretation of student performance data; Assist districts with identification of existing data that can be used to better understand school improvement efforts and work to identify appropriate staff development and student learning opportunities based on data; Authorized to represent Questar III to school districts, regional agencies, and representatives of the State Education Department and the public in matters pertaining to specifically defined areas of responsibility. Work is performed under the supervision of the Chief Information Officer. Candidate is expected to perform related duties, as required. Typical work activities (illustrative only) include, but are not limited to, the following: Plan collaboratively with School Improvement Staff to develop, present, and interpret student performance data across content areas and grade levels; Design spreadsheets or other tools to format, analyze, and interpret student performance trends across content areas and grade levels; Participate in Race to the Top (RTTT) Network Teams to support School Based Inquiry Teams to understand the value and relevance of a data-driven instruction model; Assist with an entry plan for professional development and support so that schools and districts are willing and able to adopt a data-driven instruction model; Develop customized graphic data reports; Conduct workshops on data analysis and various topics as requested; Provide technical analysis required for describing or analyzing various reports or data and prepare reports as necessary; Design training and other informational materials on pertinent topics related to data analysis and interpretation; Develop and prepare analytical and summary reports of Questar III and component districts based upon data bases; Support School-Based Inquiry Teams in meeting the growth requirements outlined in the districts' RTTT Scopes of Work; Assist districts in understanding and applying the student growth percentile model and the value-added growth model as it relates to the new APPR rules for teacher and principal evaluation. Full performance knowledge, skills, abilities and personal characteristics required of candidate include the following: Good knowledge of NYS Education data reporting requirements; good knowledge of automated spreadsheet and database programs; good knowledge of the procedures used in compiling, tabulating and verifying statistical data; good knowledge of school district terminology, equipment and procedures; good knowledge of the capabilities of automated systems equipment to produce various formats, such as reports, tables, charts and file storage; ability to manipulate data into different standard formats; ability to perform simple arithmetic computations; ability to comprehend and maintain complex records and data files; ability to comprehend and carry out complex verbal and written directions; ability to communicate effectively with others; thoroughness; good judgment; dependability; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

Minimum Qualifications: (ON OR BEFORE LAST FILING DATE)

Graduation from high school or possession of a high school equivalency diploma and EITHER:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Education, Computer Science, Computer Information Systems, Data Processing, or a closely related field and two years of work experience working within data management systems and/or spreadsheet applications; **OR**
- (B) Graduation from a regionally accredited college or university or one Accredited by the New York State Board of Regents to grant degrees, with an Associate's Degree in Education, Computer Science, Computer information Systems, Data Processing, or a closely related field and four years of work experience working within data management systems and/or spreadsheet applications; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above;

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Exam Series: Research

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Basic statistical concepts:

These questions test for knowledge of the analytical methods used to reduce and describe large sets of numerical data. The questions cover such areas as the organization and presentation of data, statistical terminology, central tendency, variability, the normal curve, and correlation.

You will not be required to do any substantial manipulation of data.

2. Evaluating conclusions in light of known facts:

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

3. 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.

4. Understanding and interpreting tabular material:

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

5. Understanding and interpreting written material:

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Use of calculators is RECOMMENDED

COLUMBIA COUNTY – AN EQUAL OPPORTUNITY EMPLOYER

GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted.**

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit.

"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."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a **Change of Address Notification Form** (available @ Civil Service or @ www.columbiacountyny.com and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. **Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed.** No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

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, cell phone calculators or any similar devices are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. **Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.**

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change would be preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

APPLICATION WAIVER FEE: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. **Failure to meet the standards for the background investigation may result in disqualification.**

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.