



The City University of New York

NOTICE OF EXAMINATION

The City University of New York

**OPEN COMPETITIVE EXAMINATION NUMBER 1037
COMPUTER SYSTEMS MANAGER**

Pay Levels consistent with the CUNY Managerial Pay Plan Include:

Level II: \$46,247 to \$74,386

Level III: \$57,807 to \$85,935

Level IV: \$66,800 to \$90,320

Filing Period:

March 1 through March 22, 2000. You may apply at the Personnel Office of an CUNY College (see address listing on last page) or post mark by closing date.

Filing closes at NOON March 22, 2000.

Filing Fee:

The filing fee, which is non-refundable, is \$45. Your filing fee is payable only with a postal or bank money order or with a bank certified check, payable to The City University of New York or to CUNY. **Personal checks will not be accepted!** Do not file for this examination if you do not meet the eligibility requirements because if you are judged to be disqualified, your filing fee will not be returned. The eligible list established as a result of this exam process will be used to fill vacancies which may occur during the life of the list. There are no residence requirements to compete in this examination.

Scope of the Examination:

Written Test: Weighted 50% of final rating

Anticipated to be administered on Saturday, April 29, 2000. You must pass the written examination with a final passing score of 70 or greater to be considered for appointment.

Training and Experience Test: Weighted 50 % of final rating

The training and experience examination will only be evaluated for those candidates who receive a passing score on the written test. Persons who pass the managerial qualifying test through meeting the minimum requirements for the title will receive a minimum score of 70.

Managerial Qualifying Test: Pass/Fail Examination

As of the closing date for filing, applicants must meet the minimum qualifications for this title in order to **establish eligibility**, and thereby pass the managerial qualifying test.

The minimum qualifications for the position are:

1. A high school diploma or GED and six years of progressively, responsible full-time paid information systems technology experience, at least 18 months of which shall have been in an administrative or managerial capacity in the areas of computer applications programming, systems programming, information systems development, data telecommunications, data base administration or a closely related field.

2. Education at an accredited college or university may be substituted for the general information systems technology experience described in #1 above (but not for the 18 months of managerial experience) at the rate of one year of college for 6 months of experience, up to a maximum of 4 years of college for 2 years of experience. In addition, a Master's in computer science or a closely related field from an accredited college or university may be substituted for an additional year of general information system technology experience. However, **all** candidates must possess the 18 months of administrative or managerial experience described above.

COMPUTER SYSTEMS MANAGER

General Statement of Responsibilities

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: This is a management class of positions consisting of assignments at different levels of responsibility. Employees in this class of positions are responsible for managing and directing all aspects of an information systems technology area within the University or a College. The following are typical assignments within this class of positions:

EXAMPLES OF TYPICAL TASKS:

UNDER GENERAL DIRECTION:

Supervises and oversees a full range of information systems analysis functions utilizing general knowledge of and involvement with programming languages, operating systems, data base management systems, data communications systems, software and software systems analysis; may instruct, direct and monitor the work of information technology professionals and technical personnel, or coordinate or direct a complex information technology task force.

UNDER ADMINISTRATIVE DIRECTION:

Plans, organizes and controls the activities of a information systems analysis section; or plans, organizes and controls the activities of a professional and technical staff engaged in the establishment and implementation of new or revised information systems; or coordinates a major University or College information technology project. Is responsible for setting standards for all data requirements for application systems; provides recommendations on the data base processing implication of new systems; provides state-of-the-art expertise in data base management technology; assures adherence to standards; represents Information Technology Administration objectives, interests and concerns to various levels within the Information Technology facility and to user personnel; plans and oversees the installation and maintenance of applications systems; provides expertise and support to the applications programming group; makes hardware and software acquisition recommendations; supports all operating and systems software required by a information technology operation; provides recommendations on the software available for the development of new application systems; provides state-of-the-art expertise on information technology products.

UNDER EXECUTIVE DIRECTION:

Manages, plans, organizes and controls the overall activities of a small to medium size information systems technology activity; or in an area having significant information technology activity may serve as principal assistant to a higher level information systems technology manager; assumes the duties of a higher level information system manager in his absence.

UNDER EXECUTIVE DIRECTION AS THE HIGHEST LEVEL COMPUTER SYSTEMS MANAGER:

Administers, manages, plans, organizes, and controls a large, complex information systems technology activity; sets policies and procedures; directs subordinates responsible for computer systems analysis, programming and computer operation; and maintains responsibility for all major personnel, administrative and information systems technology problems.

HOW TO APPLY

Beginning March 1, applicant may pick up and return the Managerial Qualifying Form and the Training and Experience Test at the Personnel Office of any CUNY College; see address listing on last page. These forms will not be sent by mail; they are not available from the New York City Department of Administrative Services or from the University Personnel Office. Applications must be submitted between March 1, 2000, and no later than NOON on Wednesday, March 22, 2000. **You must present your filing fee and deliver or mail (POSTMARKED) your completed forms by the closing date, March 22, 2000.** The application form must be signed by the candidate or the application will not be accepted. The fee must be paid at the time the application is submitted with a certified check or money order payable to The City University of New York. **DO NOT SUBMIT CASH OR A PERSONAL CHECK.** Please note that CUNY cannot accept responsibility for lost, stolen, or mis-directed mail. Late submissions of fees or applications will not be accepted and will result in disqualification.

Required Forms: To file for this examination, the applicant must submit: an application package containing Managerial Qualifying Test, an Application for CUNY Civil Service Examination (Blue and White CUNY Personnel Information bubble sheet), and Training and Experience Test, including Documentation, and the filing fee.

THE EXAMINATION PROCESS

Computer Systems Manager

A. Managerial Qualifying Test - Pass/Fail examination. Completed as part of the application process and submitted, no later than the CUNY Managerial application closing date. The Managerial Qualifying Test establishes the applicants eligibility to take this managerial series examination. We will review your Managerial Qualifying Test to determine whether you meet the Pass/Fail minimum qualifications. If you do not meet the minimum qualifications, you will Fail and be disqualified from this examination. In cases of disqualification, we will so notify you by mail. Only those applications which meet the minimum qualifications will be scored for the additional training and experience credits.

B. Training and Experience Test-- Completed as part of the application process and submitted with Managerial Qualifying Test no later than the CUNY Managerial application closing date.

C. Written Test --- It is anticipated that the Written Test will be administered on Saturday, April 29, 2000. If you do not receive your admission letter by April 21, 2000, please call the Examinations Unit at The City University of New York at (212) 794-5599. Please do not call before April 21.

The written test is designed to test for knowledge, skills and abilities in the following areas:

1. Administration

These questions test for knowledge of the managerial functions involved in directing an organizations or an organizational segment. These questions may include, but are not necessarily limited to, developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

2. 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 and then asked to choose from the four suggestions the best order for the sentences.

3. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of the work unit toward predetermined objectives. The concepts covered, usually in a situational question format, may include, but are not necessarily restricted to 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.

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 are permitted to bring a calculator to the test.

5. Technical Overview for Data Processing Managers

These questions are designed to test for a broad technical background in data processing managers. They may cover, but not necessarily be confined to, data processing terminology, programming, systems analysis, design, computer operations, data control, data base, data communications, security, and office automation.

6. Systems analysis and design

these questions are designed to test for techniques and concepts of computer systems analysis and design. They may cover, but not necessarily be confined to, feasibility and applications studies, forms design, characteristics of files and storage media, the systems life cycle, types of systems (i.e., batch vs. on-line), controls, and systems documentation, testing, and implementation.

7. 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.

APPOINTMENT INFORMATION

Veteran's Credits

Veteran's credits can be used only **once** within New York State. If the applicant is eligible for veteran's credits as detailed below, and has not used them for a prior examination, you may claim them for this exam if you so choose. It is the responsibility of the *candidate to provide appropriate documentary proof* that the service was in time of war as defined in Section 85 of the Civil Service Law (update listed below), and that the candidate received an honorable discharge or was released under honorable conditions, in order to be certified at a score which includes the veterans credit. To receive credit in this examination, applicants must pass test and have full-time active duty military service (not the military reserves, and not the national or state guards) in the armed forces of the United States with honorable discharge or separation between:

June 22, 1950 to January 15, 1955 (Korean Conflict)

December 22, 1961 to May 7, 1975 (Vietnam Conflict).

June 1, 1983 to December 1, 1987 (Hostilities in Lebanon) *

October 23, 1983 to November 21, 1983 (Hostilities in Grenada)*

December 20, 1989 to January 31, 1990 (Hostilities in Panama)*

August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)

*** requires Expeditionary Medal**

Effective January 1, 1998, the New York State Constitution was amended to permit a candidate currently in the armed forces to apply for and to be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military service to receive the conditional credit. No credit may be granted after the establishment of the certified list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in the time of war.

Probationary Period --- Each position is subject to a one-year probationary period following appointment from the CUNY civil service eligible list.

Work Schedule --- Certain positions in this title may be required to work shifts other than days, and those assigned to day shifts may occasionally be required to work an evening, a night, or a weekend or holiday schedule in fulfillment of department needs.

SPECIAL ARRANGEMENTS

Accommodations for this examination are available for certified disabled applicants. Applicants should submit their request for special accommodations by completing the **Request for Accommodation Form**. A physician, psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant's disability must complete the indicated section of the **Request for Accommodation Form**. The accommodation request must be submitted with the applicant's application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by April 23, 2000. Information regarding the applicant's disability will be kept confidential.

For applicants unable to participate in the Written Test as scheduled because of their religious beliefs, a documented death in the immediate family, a hospitalization, military service, or a mandated court attendance, an alternate written test date will be scheduled. Applicants requesting an alternate written test date must provide documentation. Sabbath observers must submit a signed statement on letterhead from the applicant's religious leader certifying to the applicant's religious observance. Applicants requesting an alternate test date, except for applicants who are hospitalized or have had a death in their immediate family, must provide the University Personnel Office with advance notice as well as documentation explaining why they are requesting an alternate test date. All requests must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked within two weeks of the original notice to report to the Written Test.

Military Members: Late filing Provision

Section 243-c of the Military Law provides that individuals on active duty or individuals *discharged* from the armed forces *after the filing period* for an exam *has begun* are permitted to file an application on later than 10 days before the exam date or the last filing date, whichever is later.

NOTE: Since the written test component of this examination was developed by the New York State Division of Testing Services, if you have applied for any other civil service examinations to be given on the same test date, April 29, 2000, for employment within New York State or any other local jurisdiction within New York State, excluding New York City, you must make arrangements to take all the examinations at one test site. The request must be submitted with your application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by April 22, 2000.

OTHER

This examination is conducted pursuant to the Civil Service Personnel Rules and Regulations of The City University of New York.

CUNY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, ADA
AND IMMIGRATION REFORM AND CONTROL ACT EMPLOYER

CUNY COLLEGE ADDRESSES

THE BRONX

Bronx Community College
W. 181 St. & University Ave.
The Bronx, NY 10453

Hosts Community College
500 Grand Concourse
The Bronx, NY 10451

Legman College
Bedford Park Blvd. West
The Bronx, NY 10458

BROOKLYN

Brooklyn College
Bedford Ave. & Ave. 'H'
Brooklyn, NY 11210

Medlar Ever College
1650 Bedford Avenue
Brooklyn, NY 11225

Kings borough Community College
2001 Oriental Boulevard
Brooklyn, NY 11235

N.Y.C. Technical College
300 Jay Street
Brooklyn, NY 11201

MANHATTAN

Baruch College
135 East 22 Street
New York, NY 10010

Borough of Manhattan Community College
199 Chambers Street
New York, NY 10007

Central Office/CUNY
535 East 80 Street
New York, NY 10021

The City College
Convent Ave. & 138 Street
New York, NY 10031

The Graduate School
365 Fifth Ave. at E. 34 Street
New York, NY 10016

Hunter College
695 Park Avenue
New York, NY 10021

John Jay College
899 Tenth Avenue
New York, NY 10019

QUEENS

LaGuardia Community College
31-10 Thomson Avenue
Long Island City, NY 11101

CUNY Law School
65-21 Main Street
Flushing, NY 11367

Queens College
65-30 Kissena Boulevard
Flushing, NY 11367

Queensborough Community College
222-05 56 Ave. at Springfield Blvd.
Bayside, NY 11364

York College
94-20 Guy Brewer Blvd.
Jamaica, NY 11451

STATEN ISLAND

The College of Staten Island
2800 Victory Boulevard
Staten Island, NY 10314



CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION: **TITLE:** Computer Systems Manager
CODE: 04973
DATE: R September 17, 1999

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: This is a management class of positions consisting of assignments at different levels of responsibility. Employees in this class of positions are responsible for managing and directing all aspects of an information systems technology area within the University or a College. The following are typical assignments within this class of positions:

EXAMPLES OF TYPICAL TASKS:

UNDER GENERAL DIRECTION:

Supervises and oversees a full range of information systems analysis functions utilizing general knowledge of and involvement with programming languages, operating systems, data base management systems, data communications systems, software and software systems analysis; may instruct, direct and monitor the work of information technology professionals and technical personnel, or coordinate or direct a complex information technology task force.

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systems; provides state-of-the-art expertise on information technology products.

UNDER EXECUTIVE DIRECTION:

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MINIMUM QUALIFICATIONS:

1. Six (6) years of progressively, responsible full-time paid information systems technology experience, at least 18 months of which shall have been in an administrative or managerial capacity in the areas of computer applications programming, systems programming, information systems development, data telecommunications, data base administration or a closely related area.
2. Education at an accredited college or university may be substituted for the general information systems technology experience at the rate of one year of college for 6 months of experience up to a maximum of 4 years of college for 2 years of experience. In addition a Master's in computer science or a closely related field from an accredited college or university may be substituted for an additional year of the general information systems technology experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.

DIRECT LINE OF PROMOTION

FROM:

Computer Specialist (Software) (04777)
Computer Associate (Software) (04776)

To:

None