



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14th FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE PARK SERVICE WORKER
Exam No. 1503
AMENDED NOTICE - NOVEMBER 24, 2010

<p>WHEN TO APPLY: From: November 3, 2010 To: December 21, 2010</p>	<p>APPLICATION FEE: \$40.00 Payable by mail by money order to DCAS (EXAMS), or payable online by credit card, bank card, or debit card.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, March 26, 2011.</p>	

The Notice of Examination is amended to extend the end of the filing period from November 23, 2010 to December 21, 2010.

WHAT THE JOB INVOLVES: Associate Park Service Workers, under supervision, perform, or supervise performance of, work in areas of park maintenance and operations. They may operate vehicles and various other types of motorized equipment incidental in the performance of duties and/or operate heavy-duty motorized equipment on a full-time basis; perform various aspects of landscape and gardening work using power gardening tools and equipment; perform cleaning and repair work on park monuments and park grounds; operate and maintain a chlorination, coagulation and/or filtration plant used in purification and chemical treatment of water; and perform record-keeping and report writing activities related to the function of the Department of Parks and Recreation. All Associate Park Service Workers perform related work.

Special Working Conditions: Associate Park Service workers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Park Service Workers and environmental conditions experienced are: lifting heavy objects; climbing in and out of heavy-duty motorized vehicles; standing and walking for extensive periods of time; bending and stooping; and working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of the position.)

THE SALARY: The current minimum salary is \$38,305 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Fill out an "Application for Examination" form and return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your Application for Examination.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Parks and Recreation who **on the date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Park Service Worker or is currently or has previously been employed as an annual, full-time employee in the labor class title of City Park Worker; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know if you are eligible, check with **your agency's personnel office.**

You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility to Take Examination" section. You must be permanently employed in the eligible competitive title for at least one year, or employed in the eligible labor class title for at least one year. Additionally, you must be permanently employed in the eligible competitive title, or employed in the eligible labor class title at the time of promotion. Time served prior to a break in service of more than one year will not be credited towards meeting these requirements.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: At the time of promotion, eligibles must possess a Class B Commercial Driver License (CDL) with no restrictions valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This Class B CDL valid in the State of New York must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Associate Park Service Worker. You will be examined to determine whether you can perform the essential functions for the position of Associate Park Service Worker. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles or completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in labor class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Associate Park Service Worker. Task categories which may be included on the test are as follows: Operating Vehicles and/or Machinery; Supervising of Personnel; Cleaning and Removal Duties; Maintenance and Repair Work; Workplace Safety and Customer Service; and standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended; and other related areas.

The multiple-choice test will include questions which may require the use of any of the following abilities:

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice exam and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Possession of Class A Commercial Driver License valid in the State of New York: If you possess a Class A Commercial Driver License valid in the State of New York, you may be considered for appointment to positions requiring this license through a process known as Selective Certification. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in this Selective Certification.

This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to DCAS Bureau of Examination - USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your Social Security number on your correspondence.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You are eligible after the above application period but on or before the date of the multiple-choice test.

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. Compulsory attendance before a public body;
2. On-the-job injury or illness caused by municipal employment;
3. Absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. Absence due to ordered military duty; or
5. A clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 81106; The Parks Operation and Maintenance Service

**For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas**