



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>TH</sup> FLOOR  
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor  
 EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE URBAN PARK RANGER**  
**Exam No. 1511**  
**Second Amended Notice: March 23, 2011**

**WHEN TO APPLY:** From: December 1, 2010  
 To: December 21, 2010  
**APPLICATION FEE: \$45.00**  
 Payable by mail by money order to DCAS (EXAMS), or payable online by credit card, bank card, or debit card.  
**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, May 21, 2011.**

**The Notice of Examination is amended to change the date of the multiple-choice test from April 2, 2011 to May 21, 2011.**

**WHAT THE JOB INVOLVES:** Associate Urban Park Rangers under direction, supervise subordinates in enforcing compliance with departmental rules and regulations through the issuance of summonses; direct and review staff, programs and operations providing informational, educational, and safety services to the general public; serve as a communications supervisor, program specialist or staff assistant to manager. All Associate Urban Park Rangers perform related work.

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

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

**THE SALARY:** The current minimum salary is \$43,938 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:

- Online at the DCAS Website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, 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.
- By Mail:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form 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:**

- holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Urban Park Ranger; and
- is not otherwise ineligible.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

(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 and you will not receive a score.

**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, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

**Special Patrolman Requirement:** At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York):

- be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or for any serious offense against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of educational requirements. You must pay a \$75 fee for fingerprint screening. Any willful misstatement or failure to present any required documents will be cause for disqualification. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position. You must maintain the above qualifications (including your New York City residency) for the duration of your employment.

**THE TEST:** You will be given a multiple-choice test designed to assess the extent to which you have certain knowledges, skills, and abilities deemed to be important to the performance of the job tasks of an Associate Urban Park Ranger. The pass mark for the multiple-choice test will be 70.000. Your score on this test will determine 85% of your final score and your seniority will determine the remaining 15%. Seniority scores will only be added to passing multiple-choice test scores. 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. 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.

Some test questions may be answered on the basis of documents and/or other information supplied to you on the day of the test and may assess your ability to judge actions regarding hypothetical problems and decisions, but all questions will relate to any of the following job task categories:

- **Administrative Duties**
- **Field Supervision, Enforcement Duties and Aided Cases**
- **Training and Instruction**
- **Evaluation and Discipline**
- **Communication, Public Relations, and Inter-Agency and Intra-Agency Activities.**

Questions based upon the above task categories may require the use of any of the following skills/abilities:

- **Identifying Problems and Making Decisions** - includes abilities such as Analytical Thinking; Judgment and Decision-Making; Planning and Organizing; and Innovation.
- **Working Effectively** - includes such activities as Management of Material Resources; Management of Personnel Resources; Monitoring; Time Management; Persistence; Adaptability/Flexibility; and Stress Tolerance.
- **Communicating** - includes such abilities as Written Comprehension and Written Expression.
- **Interacting With Others** - includes such abilities as Persuading and Influencing Others; Conflict Resolution; Concern for Others; Coaching and Mentoring; and Teamwork.
- **Acting Responsibly** - includes such abilities as Integrity; Dependability; Achievement/Effort; Initiative and Independence; Attention to Detail, Self Control, and Updating and Using Relevant Knowledge.

Questions based upon the above task categories may also require mastery of technical knowledge based on any of the following materials in effect through **February 1, 2011**:

- **Department of Parks and Recreation Rules, Regulations, Policies and Procedures**
- **Urban Park Service Training Academy's Training Manual**
- **Department of Parks & Recreation Reports and Forms**
- **Workers Compensation Procedures and Paperwork**
- **Mayor's Executive Order No. 16 of 1978, as amended**
- **New York City Administrative Code**
- **New York State Penal Law**
- **Vehicle and Traffic Law**
- **Principles of Supervision**
- **Principles of English Grammar and Writing**
- **Responsibilities of Peace Officers**
- **Summons and Arrest Procedures**

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. 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 to be 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 refunded.

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 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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the multiple-choice test 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 Special Experience:** If you have experience as a Park Ranger, or in Park Enforcement or Central Communications, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such 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 Examinations - USEG, 1 Centre Street, 14<sup>th</sup> 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 become 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, 14<sup>th</sup> Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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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, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60422; Urban Park Ranger Occupational Group

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