



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING SPECIAL OFFICER
Exam No. 5512
(For Agencies Under The Jurisdiction of DCAS Only)
AMENDED NOTICE- November 26, 2014

WHEN TO APPLY: From: October 1, 2014 APPLICATION FEE: \$61.00
To: October 21, 2014 If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, **February 21, 2015.**

The Notice of Examination is amended to add a paragraph regarding The PREA Law.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Supervising Special Officers, under general supervision, direct a unit of security personnel on a specific tour of duty in an assigned area. They supervise and evaluate work performance of subordinates, which may include contract guards; prepare, complete and/or review records, logs, and reports regarding patrols, demonstrations, arrests and other incidents relating to safety and security; interpret and enforce policy directives from higher authorities; counsel, train, and correct subordinates; plan and coordinate assignments of staff and equipment; respond to emergency situations; conduct roll call; inspect officers, posts, and assigned work areas; may work in a secure detention facility; may appear in court and/or assist other law enforcement agencies on assault or arrest cases, as needed; may operate a motor vehicle while performing patrol duties; and perform related work.

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

Some of the physical activities performed by Supervising Special Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; and carrying or wearing heavy equipment and wearing a bullet-resistant vest.

THE SALARY: The current minimum salary is \$41,675 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the filing deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The Computer-based Testing & Applications Centers will be closed on Monday, October 13, 2014.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services 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 Special Officer; 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 your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an admission notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your one year 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.

Drug Testing (For The Department of Homeless Services and Human Resources Administration Only): You must pass a drug screening (through both hair and urine samples) in order to be promoted.

Driver License Requirement (For The Department of Homeless Services Only) : A driver's license that is valid in the State of New York is required in order to be promoted.

REQUIREMENT TO BE PROMOTED:

Peace Officer Training Requirement: Valid New York State Peace Officer certification is required for promotion. This certification must be maintained for the duration of your employment.

THE TEST: You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. 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 1/2 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.

The multiple-choice test may include questions on the following areas: monitoring, evaluating, and correcting subordinates' performance; ensuring that subordinates comply with current safety and security procedures; completing and reviewing routine and administrative paperwork including forms, reports and logs; applying given general rules to particular situations; analyzing situations and deciding upon effective solutions; responding to emergency situations; communicating through written correspondence; interacting with subordinates, superiors, and the general public; conducting roll call; inspecting officers, posts, and assigned work areas; and appearing in court and/or assisting other law enforcement agencies on assault or arrest cases.

The written test may also test for knowledge of New York State Penal Law, Criminal Procedure Law, New York City Police Department Arrest Procedures, Universal "C" Summonses, Article 35 Use of Force, Fourth Amendment Search and Seizure Polices, standards of proper employee ethical conduct, including Mayor's Executive Order No.16 of 1978, as amended, and other related areas, in effect up to and including January 10, 2015.

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

Analytical Thinking - Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. A Supervising Special Officer might use this ability to identify causes of crime trends, or to evaluate the effectiveness of various programs.

Judgment and Decision Making - Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically; typically applied over a short time frame. A Supervising Special Officer might use this ability to decide which problems should be given greatest priority and commitment of resources.

Planning and Organizing - Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. A Supervising Special Officer might use this ability when planning coverage for a special event.

Innovation - Developing new ideas and answers to work-related problems using creativity and alternative thinking. A Supervising Special Officer might use this ability to develop new strategies.

Management of Material Resources - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work; managing the things needed for work to be accomplished. A Supervising Special Officer might use this ability when designing feedback systems to make sure that assigned work was actually completed by subordinates.

Management of Personnel Resources - Motivating, developing, and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. A Supervising Special Officer might use this ability when assigning research, writing, statistical work, or investigations to appropriate subordinates.

Monitoring - Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. A Supervising Special Officer might use this ability to decide which problems should be given greatest priority and commitment of resources.

Written Comprehension - Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. A Supervising Special Officer might use this ability to review narrative reports.

Written Expression - Appropriately communicating information and ideas in written words and sentences the intended audience will understand. A Supervising Special Officer might use this ability when preparing reports to management.

Coaching and Mentoring - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge and skills. A Supervising Special Officer might use this ability to act as an exemplary role model, embodying and expecting the highest professional standards.

Teamwork - Developing a mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. A Supervising Special Officer might use this ability when planning coverage for a special event.

Integrity - Acting in an honest and ethical manner. A Supervising Special Officer might use this ability to function effectively as a leader, being neither too informal, nor too distant, and conveying a sense of professionalism and fairness.

Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to the job. A Supervising Special Officer might use this ability when dealing with radio messages, verbal and written communications that use special terminology.

Warning: 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Applications Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification Card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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 NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Motor Vehicle Driver License: If you possess a motor vehicle driver license that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. 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. If you are promoted through Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment.

Selective Certification for Foreign Language: If you can speak, read or write Albanian, American Sign Language, Arabic, Bengali, Bosnian Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Korean, Polish, Portuguese, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Language (e.g. Ibo), or Yiddish, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet the requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - 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.

Assignment of duties: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities or who will have the potential for regular and substantial contact with children is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide Central Register for Child Abuse and Maltreatment. State Central Register screening will be obtained prior to considering a candidate for employment as a Supervising Special Officer. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be considered for any position which requires child care responsibilities or has the potential for regular and substantial contact with children.

The Protection of People with Special Needs Act, Article 20 of the Executive Law and Article 11 of the Social Service Law, requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by an authorized agency.

As per the Prison Rape Elimination Act (PREA), The Administration for Children's Services will not hire or promote anyone who may have contact with residents, and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

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(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or

- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70817; The Special Officer Occupational Group.

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