



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

MARTHA K. HIRST
Commissioner

**NOTICE
OF
EXAMINATION**

PROMOTION TO GENERAL SUPERINTENDENT (SANITATION)

Exam. No. 8533

WHEN TO APPLY: From: August 6, 2008
To: August 26, 2008

APPLICATION FEE: \$60.00
Payable by mail by money order to D.C.A.S.
(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, October 25, 2008.**

WHAT THE JOB INVOLVES: This is a class of positions which encompasses both managerial and non-managerial assignments. This class of positions encompasses responsible administrative or supervisory work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment. There are various assignment levels within this class of positions. At Level I, under general direction, General Superintendents (Sanitation) supervise a Sanitation District in the Bureau of Cleaning and Collection or in the Bureau of Waste Disposal; may be detailed to an administrative assignment or to act in a higher level assignment; and perform related work such as the export of municipal waste to private vendors. They supervise assigned personnel; direct Sanitation functions, such as cleaning, collection, waste disposal, snow removal and other activities; perform administrative duties and special duties or assignments, as directed by and at the discretion of the Commissioner of Sanitation, such as serving as Borough Operations Superintendent, or in a similar function; may attend meetings with community groups and public organizations; operate a motor vehicle; 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.)

THE SALARY: The current minimum salary is \$83,413 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, 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:** Refer to the "Required Form" section below for the form that you must fill out. 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.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Sanitation 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 Supervisor (Sanitation); 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 and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 have served permanently as a Supervisor for two (2) years. Additionally, 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.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

REQUIREMENTS TO BE PROMOTED:

Education Requirement: By the end of your probationary period in as a General Superintendent, you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization. If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States.

Driver License Requirement: At the time you are promoted 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.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass the test. Ratings for seniority and veteran's preference credit, if applicable, will be added to the written test scores of passing candidates only, to determine final scores. Your multiple-choice test score 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.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a General Superintendent (Sanitation). Task areas to be tested are as follows: assigns personnel; monitors and inspects subordinates; trains and evaluates, rewards and corrects subordinates; reviews and enters information onto reports, forms and logs; makes required notifications and communicates information; performs field duties and responsibilities; and requisitions, maintains and secures equipment and supplies.

The test may include questions which require mastery of technical knowledge based on such materials as the New York City Department of Sanitation Policies and Procedures, Executive Orders, Operations Orders, General Orders, Personnel Memoranda, as well as Department (teletype) messages, Department issued handbooks and Mayor's Executive Order No. 16 of 1978, as amended. Questions may address the following areas: Absence, Lateness & Sick Leave Policies; Time Book Procedures; Substance Abuse Policies; Corruption & Conflict of Interest Policies; Trade Waste Procedures; Code of Conduct; Random Drug Testing Procedures; Disciplinary Procedures; Sexual Harassment and EEO Policies; Work Assignments; Personal Computer Operations Relating to the Sanitation Control Analysis Network (SCAN); Hazardous Waste Procedures; Infectious Waste Procedures; Material Out Book Procedures; Safety Procedures; Unusual Incident/Occurrence Procedures; Two-way Radio Procedures; Snow Emergency Preparations; Inventory of Snow Equipment; Spreading & Plowing Operations; Hired Equipment for Snow Emergency; and Temporary Snow Laborers and use of WEP workers and Personnel from Other City Agencies for Snow Emergency Duties.

The test may also include questions which 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.

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.

Certain questions may need to be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test.

METHOD OF COMPUTING SENIORITY: Use the following chart to determine the credit for seniority in the permanent eligible title of Supervisor (Sanitation).

If Your Date of Permanent Appointment to Supervisor (Sanitation) is:	You Will Receive:	If Your Date of Permanent Appointment to a Supervisor (Sanitation) is:	You Will Receive:
10/26/08 or after	not eligible	7/26/03 - 10/25/03	90.000 percent
7/26/08 - 10/25/08	70.000 percent	4/26/03 - 7/25/03	90.500 percent
4/26/08 - 7/25/08	71.000 percent	1/26/03 - 4/25/03	91.000 percent
1/26/08 - 4/25/08	72.000 percent	10/26/02 - 1/25/03	91.500 percent
10/26/07 - 1/25/08	73.000 percent	7/26/02 - 10/25/02	92.000 percent
7/26/07 - 10/25/07	74.000 percent	4/26/02 - 7/25/02	92.500 percent
4/26/07 - 7/25/07	75.000 percent	1/26/02 - 4/25/02	93.000 percent
1/26/07 - 4/25/07	76.000 percent	10/26/01 - 1/25/02	93.500 percent
10/26/06 - 1/25/07	77.000 percent	7/26/01 - 10/25/01	94.000 percent
7/26/06 - 10/25/06	78.000 percent	4/26/01 - 7/25/01	94.500 percent
4/26/06 - 7/25/06	79.000 percent	1/26/01 - 4/25/01	95.000 percent
1/26/06 - 4/25/06	80.000 percent	10/26/00 - 1/25/01	95.500 percent
10/26/05 - 1/25/06	81.000 percent	7/26/00 - 10/25/00	96.000 percent
7/26/05 - 10/25/05	82.000 percent	4/26/00 - 7/25/00	96.500 percent
4/26/05 - 7/25/05	83.000 percent	1/26/00 - 4/25/00	97.000 percent
1/26/05 - 4/25/05	84.000 percent	10/26/99 - 1/25/00	97.500 percent
10/26/04 - 1/25/05	85.000 percent	7/26/99 - 10/25/99	98.000 percent
7/26/04 - 10/25/04	86.000 percent	4/26/99 - 7/25/99	98.500 percent
4/26/04 - 7/25/04	87.000 percent	1/26/99 - 4/25/99	99.000 percent
1/26/04 - 4/25/04	88.000 percent	10/26/98 - 1/25/99	99.500 percent
10/26/03 - 1/25/04	89.000 percent	10/25/98 or earlier	100.000 percent

No additional credit will be given for more than 10 years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Supervisor (Sanitation) shall be given appropriate credit.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to take the exam, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for those purposes.

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 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:

Probationary Period: The probationary period for this position is one year.

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.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and you are applying:

- (1) **online**, follow the onscreen instructions; or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

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 Applications Unit of the Division of Citywide Personnel Services, 1 Centre Street, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70196; Sanitation Service

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