



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

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Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR OF SCHOOL SECURITY

Exam. No. 8567
Amended Notice - March 25, 2009

WHEN TO APPLY: From: **March 4, 2009** **APPLICATION FEE: \$60.00**
To: **April 7, 2009** *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 expected to be held on **Saturday, June 20, 2009.**

The Notice of Examination is amended to extend the end of the filing period from March 24, 2009 to April 7, 2009.

WHAT THE JOB INVOLVES: Supervisors of School Security, under general supervision, with latitude for the exercise of independent initiative and judgment, are responsible for maintaining a school security system in an assigned area. They supervise all School Safety Agents in an assigned area within a borough; assign a mobile task force to respond to incidents which threaten the security of the school environment; assign and dispatch School Safety Agents to emergency situations when requested; respond to mediate in volatile situations; report to the Borough Supervisor on a daily basis concerning school safety and its impact on the community; conduct school security surveys; review safety plans in schools and make recommendations for their improvement; maintain liaison with community leaders to discuss problems of school safety and security; attend court hearings as a witness, complainant, or arresting officer; serve as an instructor to new School Safety Agents; conduct training courses related to law, arrest procedures, weapons control, etc.; operate a motor vehicle; monitor subordinates' work schedules and make modifications to ensure adequate coverage; oversee scanning operations and ensure that proper procedures are being followed; and perform other related tasks.

(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 \$57,813 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 New York City Police Department who **on the date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of School Safety Agent; 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 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

you must be employed in the eligible title at the time of promotion. Additionally, you must have served in the eligible title for at least two years. Time served prior to a break in service of more than one year will not be credited.

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:

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.

Special Patrolman Requirement: At the time you are promoted to this position, you must have been designated as a Special Patrolman by the New York City Police Commissioner, as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. This designation must be maintained for the duration of your employment in this position.

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. See chart below in the section, "Method of Computing Seniority Score" to determine the points credited for seniority. Your service will be credited through the date of the test, up to a maximum of 5 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 and technical knowledge determined to be important to the performance of the tasks of a Supervisor of School Security. Task Categories to be tested are as follows: Forms/Reports; General Administrative Duties; Supervisory Duties; Communication/Information Distribution; Law Enforcement; and Scanning.

The test may include questions which require mastery of technical knowledge based on such materials as: Penal Law of the State of New York; Criminal Procedure Law of the State of New York; Chancellor's Orders; Departmental Memos; Mayor's Executive Order No. 16 of 1978, as amended; New York City Police Department Patrol Guide; Disciplinary Code; Student's Bill of Rights; New York City Police Department Administrative Guide; New York City Police Department Civilian Handbook and Addendum to Civilian Handbook; New York City Police Department Interim Orders; Legal Bulletins; and FINEST Messages.

The test also may 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.

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.

METHOD OF COMPUTING SENIORITY SCORE:

Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority subject to the conditions listed below.

<u>If your Date of Appointment to School Guard or School Safety Agent is:</u>	<u>You Will Receive:</u>	<u>If your Date of Appointment to School Guard or School Safety Agent is:</u>	<u>You Will Receive:</u>
06/21/09 or after	not eligible	9/21/06 - 12/20/06	85.000 percent
3/21/09- 06/20/09	70.000 percent	6/21/06 - 9/20/06	86.500 percent
12/21/08 - 3/20/09	71.500 percent	3/21/06 - 6/20/06	88.000 percent
9/21/08- 12/20/08	73.000 percent	12/21/05 - 3/20/06	89.500 percent
6/21/08 -9/20/08	74.500 percent	9/21/05 - 12/20/05	91.000 percent
3/21/08 - 06/20/08	76.000 percent	6/21/05 - 9/20/05	92.500 percent
12/21/07 - 3/20/08	77.500 percent	3/21/05 - 6/20/05	94.000 percent
9/21/07 - 12/20/07	79.000 percent	12/21/04 - 3/20/05	95.500 percent
6/21/07 - 9/20/07	80.500 percent	9/21/04 - 12/20/04	97.000 percent
3/21/07 - 6/20/07	82.000 percent	6/21/04 - 9/20/04	98.500 percent
12/21/06 - 3/20/07	83.500 percent	6/20/04 or earlier	100.00 percent

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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60820; School Security Occupational Group.

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