



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM

PROMOTION TO ASSOCIATE SANITATION ENFORCEMENT AGENT

Exam. No. 8573

WHEN TO APPLY: From: October 1, 2008 **APPLICATION FEE:** \$35.00
To: October 21, 2008 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, December 20, 2008.**

WHAT THE JOB INVOLVES: Associate Sanitation Enforcement Agents supervise Sanitation Enforcement Agents in the performance of their duties and are authorized to prepare and issue summonses for certain violations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), New York State Vehicle and Traffic Laws, and New York City Traffic Regulations; and notarize summonses.

At Assignment Level I, Associate Sanitation Enforcement Agents, as supervisors of a number of sectors, assign work on a daily basis; consult with District Superintendents to determine areas of special needs; make appropriate modifications and notifications; conduct roll call twice daily; prepare reports; evaluate work performance of subordinates; provide on-the-job and/or formal training; recommend disciplinary action when appropriate; operate assigned motor vehicle; use and supervise the use of hand-held computers and vehicle two-way radios; investigate complaints received from members of the public; review reports of field surveys of unsanitary conditions and other reports and forms prepared by subordinates; supervise preparation and issuance of summonses and review them for accuracy, completeness and legality; may issue summonses; may testify in court; may supervise and perform security duties relative to department premises and facilities; supervise and perform traffic control duties during snow and other emergencies as the need arises; 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 \$34,771 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to higher assignment levels at the discretion of the agency.

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 Sanitation Enforcement 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

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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.

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

PROBATIONARY PERIOD: The probationary period for Associate Sanitation Enforcement Agents promoted as a result of this examination is twelve months.

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: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. 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.

New York State Notary Public License Requirement: You must obtain a New York State Notary Public License or be appointed to the Office of Commissioner of Deeds in New York City within six months of promotion to the title of Associate Sanitation Enforcement Agent. This license or appointment must be maintained for the duration of employment.

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 "Seniority" section below for seniority computation.

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 an Associate Sanitation Enforcement Agent. The test may include questions on: completion and review of logs, forms, reports, correspondence, etc.; supervision and training of subordinates; enforcement of health, administrative and related codes; equipment and vehicle operation, control and maintenance; and coordination/liaison activities.

Questions may be based on information in effect as of 9/4/08 and contained in: the NYC Department of Sanitation Notice of Violation Administration System (NOVAS) Violation Scripts; NYC Department of Sanitation Digest of Codes; Sanitation Enforcement Agents Patrol Guide (Class of 2008-01-04); General Orders; Operations Orders; Command Orders; NYC Department of Sanitation Code of Conduct, including provisions of the Mayor's Executive Order No. 16, of 1978, as amended; and other related areas.

The test may also 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.

SENIORITY:

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible title of Sanitation Enforcement Agent, subject to the conditions below:

<u>If Your Date of Permanent Appointment to Sanitation Enforcement Agent is:</u>	<u>You Will Receive:</u>	<u>If Your Date of Permanent Appointment to Sanitation Enforcement Agent is:</u>	<u>You Will Receive:</u>
12/21/08 or after	not eligible	9/21/03 - 12/20/03	85.000 percent
9/21/08 - 12/20/08	70.000 percent	6/21/03 - 9/20/03	85.750 percent
6/21/08 - 9/20/08	70.750 percent	3/21/03 - 6/20/03	86.500 percent
3/21/08 - 6/20/08	71.500 percent	12/21/02 - 3/20/03	87.250 percent
12/21/07 - 3/20/08	72.250 percent	9/21/02 - 12/20/02	88.000 percent
9/21/07 - 12/20/07	73.000 percent	6/21/02 - 9/20/02	88.750 percent
6/21/07 - 9/20/07	73.750 percent	3/21/02 - 6/20/02	89.500 percent
3/21/07 - 6/20/07	74.500 percent	12/21/01 - 3/20/02	90.250 percent
12/21/06 - 3/20/07	75.250 percent	9/21/01 - 12/20/01	91.000 percent
9/21/06 - 12/20/06	76.000 percent	6/21/01 - 9/20/01	91.750 percent
6/21/06 - 9/20/06	76.750 percent	3/21/01 - 6/20/01	92.500 percent
3/21/06 - 6/20/06	77.500 percent	12/21/00 - 3/20/01	93.250 percent
12/21/05 - 3/20/06	78.250 percent	9/21/00 - 12/20/00	94.000 percent
9/21/05 - 12/20/05	79.000 percent	6/21/00 - 9/20/00	94.750 percent
6/21/05 - 9/20/05	79.750 percent	3/21/00 - 6/20/00	95.500 percent
3/21/05 - 6/20/05	80.500 percent	12/21/99 - 3/20/00	96.250 percent
12/21/04 - 3/20/05	81.250 percent	9/21/99 - 12/20/99	97.000 percent
9/21/04 - 12/20/04	82.000 percent	6/21/99 - 9/20/99	97.750 percent
6/21/04 - 9/20/04	82.750 percent	3/21/99 - 6/20/99	98.500 percent
3/21/04 - 6/20/04	83.500 percent	12/21/98 - 3/20/99	99.250 percent
12/21/03 - 3/20/04	84.250 percent	12/20/98 or earlier	100.000 percent

Conditions:

Service in titles other than the eligible title will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Sanitation Enforcement Agent shall be given appropriate credit.

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

The maximum score attainable for seniority is 100%.

Seniority and Veteran's Preference Credits will be awarded only to those candidates who pass the multiple-choice test.

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward 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 these 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.

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. 71682; Sanitation Enforcement Occupational Group.

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