



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

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| REQUIRED FORMS |
| APPLICATION FORM |

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE JUVENILE COUNSELOR

Exam No. 0506

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| <p>WHEN TO APPLY: From: February 3, 2010 To: February 23, 2010</p> | <p>APPLICATION FEE: \$45.00 Payable by mail by money order to D.C.A.S. (EXAMS), or payable online by credit card, bank card, or debit card.</p> |
| <p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, June 12, 2010.</p> | |

WHAT THE JOB INVOLVES: At Assignment Level I, Associate Juvenile Counselors are responsible for the supervision of Juvenile Counselors and for the administration of juvenile care services or for the coordination of group services work with other sections of a juvenile care facility. Under general supervision, Associate Juvenile Counselors plan, monitor and evaluate ongoing programs relating to the supervision, conduct and order of juveniles in a juvenile care facility or related facility where their attendance is required; design activities to stimulate the emotional, physical and social development of juveniles; assign, supervise and evaluate Juvenile Counselors in the direct care of juveniles in intake and population dorms and in court services; assist in scheduling and deploying staff as well as in managing dorm coverage; conduct individual and group conferences concerning the interpretation and implementation of agency policies and procedures, including the techniques to be used in dealing with behavioral/adjustment problems, and the development of staff skills in observing, recording and dealing with such problems; counsel subordinates concerning job performance and time and leave issues as needed; assist in the formulation of juvenile care policies, procedures and standards; prepare requisitions, records and reports as required; review requisitions, records and reports submitted by Juvenile Counselors; ensure the coordination of case management services by overseeing the linkage and delivery of cross-unit services such as education, recreation, and mental health; attend juvenile care conferences with social service staff; may be required to drive agency vehicles for the transportation of juveniles in care; may act as a court representative or transportation coordinator in the Court Services unit; may be required to assume the role of the Tour Commander; may perform the duties of the supervisor in that person's temporary absence; 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 \$43,068 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the Online Applications System (OASys) at 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.
- (2) **By mail:** Fill out an "Application for Examination" form and return the completed form and application fee to DCAS Application Unit, 1 Centre Street, 14th 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. It 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."

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the Department of Juvenile Justice who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Juvenile Counselor 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.**

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.

Special Requirement: Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide central register of child abuse and maltreatment.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required 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 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.

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 Juvenile Counselor. Task areas to be tested are as follows: supervises and directs Juvenile Counselors in their work assignments; ensures that child care standards are maintained, and that programs are developed and maintained; and performs administrative duties.

The test may include questions which required mastery of technical knowledge based on such materials as the Department of Juvenile Justice policies and procedures, operations orders, administrative orders, memorandum, other related documents of the Department of Juvenile Justice and other related agencies, and Mayor's Executive Order No. 16 of 1978, as amended. Questions may address any of the following knowledge areas: DJJ mission statement, values and commitment policy; individual and group behavior and group living, including counseling techniques; standards of employee conduct; time and leave, absence control and overtime; employees with relatives/acquaintances in DJJ custody; logbooks; reporting contraband; reporting critical incidents; employee meals/meal relief; and duty free schedule.

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

1. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
2. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
3. **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.
4. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
5. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
6. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
7. **Initiative:** Active attempts to influence events to achieve goals; self starting rather than passive acceptance. Taking action to achieve goals beyond those called for; originating action.

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

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. 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 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 returned.

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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Driver License: If you have 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. 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, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

Health Examination: Section 180.8(i) [Personnel requirements] of the Juvenile Detention Facilities Regulations of the NYS Office of Children and Family Services provides that each facility shall require an annual health re-examination of staff having frequent and regular contact with children.

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, 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. 52300; Juvenile Counselor Occupational Group

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