



THE CITY OF NEW YORK  
 DEPARTMENT OF CITYWIDE  
 ADMINISTRATIVE SERVICES  
 APPLICATION UNIT  
 1 CENTRE STREET, 14<sup>th</sup> FLOOR  
 NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
 Mayor

DONALD P. BROSEN  
 Acting Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE TAXI AND LIMOUSINE INSPECTOR**

**Exam No. 1504**

**WHEN TO APPLY:** From: September 1, 2010      **APPLICATION FEE: \$45.00**  
 To: September 21, 2010      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, January 8, 2011.**

**WHAT THE JOB INVOLVES:** At Assignment Level I, Associate Taxi and Limousine Inspectors, under general supervision, assist in supervising a group of inspectors enforcing Taxi and Limousine Commission rules and regulations and pertinent laws; monitor field patrol activities of a squad of inspectors on city-wide patrol; review, evaluate and complete reports on For-Hire passenger vehicles and their facilities, and other related activities; conduct special investigations including those involving complaints from the public on the operation of For-Hire vehicles; make assignments, train, and evaluate the work performance of inspectors; monitor a unit of inspectors at a central inspection facility engaged in the inspection of For-Hire passenger vehicles for mechanical fitness in conformity with established standards and physical specifications; orient and train motor vehicle inspectors; review and evaluate reports on vehicles inspected; prepare reports and keep records; may perform the duties of immediate supervisor during the latter's absence; and perform related work.

Some of the physical activities performed by Associate Taxi and Limousine Inspectors and environmental conditions experienced are: driving or sitting in a motor vehicle during a tour of duty; walking and/or standing in an assigned area during a tour; understanding verbal communication over the radio with background noise.

**Special Working Conditions:** Associate Taxi and Limousine Inspectors are required to work rotating shifts including nights, Saturdays, Sundays and holidays.

(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 \$40,813 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, you must submit an application using one of the following options:

- (1) **Online at the DCAS website:** Go to the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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:** 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 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 Taxi and Limousine Inspector; 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.

**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. This license must be maintained for the duration of your employment.

**Special Patrolman Status:** Special Patrolman status must be maintained at all times as a condition of employment. Failure to maintain Special Patrolman status shall constitute a forfeiture 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. 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 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 Taxi and Limousine Inspector. Task categories which may be tested are as follows: Performs Administrative Tasks; Field Performance Tasks; Prepares and Reviews Subordinates Paperwork; Assists Immediate Supervisor in Supervising a Squad of Taxi and Limousine Inspectors; Issues Summonses, Testifies at Administrative Proceedings, Operates and Safeguards Equipment; and Oversees Safety and Emission Inspection Lanes and Hacksite.

The test may include questions which may require mastery of technical knowledge based on such materials as: TLC's Rules and Regulations; Time and Leave; Code of Conduct (Blue Book); Disciplinary Actions; NYPD Arrests Package Procedures; Sexual Harassment in the Workplace; Taxi and Limousine Commission Enforcement/Safety and Emissions Rules and Regulations, Standard Operating Procedures and Directives; Drivers License Requirements; New York City Administrative Code; Taxicab Specifications; New York State Vehicle and Traffic Laws (VTL) and New York City Traffic Regulations; Taxi and Limousine Commission Guidelines covering Administrative Functions; Equal Employment Opportunity (EEO) Guidelines; Applicable New York State Criminal Procedure Law and New York State Penal Law; Procedures for Training/Counseling for Staff Job Performance Problems; NYPD Patrolman Status; Procedures for Counseling/Referral for Staff Substance Abuse/Personal Problems; and Mayor's Executive Order No. 16 of 1978, as amended.

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

1. **Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
2. **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.
3. **Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself.
4. **Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
5. **Written Communication:** Clear expression of ideas in writing and use of good grammatical form.
6. **Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
7. **Sensitivity:** Actions that indicate a consideration for the feelings and needs of others.
8. **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.
9. **Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

10. **Behavioral Flexibility**: Modifying one's approach to most effectively meet the needs of the situation.
11. **Technical Translation**: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.
12. **Development of Subordinates**: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.
13. **Organizational Sensitivity**: Action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

**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 New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified:** If you possess a New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certificate. This certificate must be maintained for the duration of this assignment. 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 meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**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.

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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, 14<sup>th</sup> Floor, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 35143; Public Health and Safety Occupational Group.

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