



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

**REQUIRED INFORMATION**

APPLICATION  
 EDUCATION AND EXPERIENCE  
 TEST  
 FOREIGN EDUCATION  
 EVALUATION GUIDE  
 (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

**NOTICE  
 OF  
 EXAMINATION**

**URBAN PARK RANGER  
 Exam No. 4019**

**Amended- April 16, 2014**

**WHEN TO APPLY:** From: March 5, 2014  
 To: March 25, 2014

**APPLICATION FEE: \$47.00**  
 If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**THE TEST DATE:** The multiple-choice test is expected to begin on **Saturday, June 21, 2014.**

The Notice of Examination is amended to update the **Medical and Psychological Assessment** section.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
 BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Urban Park Rangers, under supervision, patrol the City parks and park facilities; provide educational and recreational services through programs, tours, field trips and activities; perform crowd control functions; enforce compliance with City park rules and regulations and health and sanitary codes; issue summonses; make arrests; provide safety services to the public; respond to and perform animal and wildlife rescues; serve as staff assistants to immediate supervisors; serve as dispatchers and communications operators; operate motor vehicles; staff public nature and visitor center facilities. All Urban Park Rangers perform related work.

**Special Working Conditions:** Urban Park Rangers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Urban Park Rangers and environmental conditions experienced are: driving a motor vehicle, riding a horse or bike, piloting a boat and/or walking to patrol the parks for long periods of time; standing at a post for long periods of time, in all kinds of weather, while performing crowd control; picking up and moving barricades and light towers; confiscating and removing equipment such as vendors' carts; pursuing, capturing and arresting violators of rules and laws; performing animal rescues; changing flat tires on patrol vehicles; opening and closing parks by securing, moving and lifting gates; lifting canoes; administering CPR and other medical services; dispatching and answering calls in a computerized communications center.

(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 \$32,963 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY:** You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Education and Experience Requirements:**

1. An associate degree or completion of 60 college-level semester credits from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Educational Accreditation (CHEA); or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and one year of full-time satisfactory experience in one of the following: law or code enforcement; security; ecology; or as an environmental instructor or ranger in a recognized park, recreation or ranger program, cultural institution or accredited school; or
3. A satisfactory combination of education and experience that is equivalent to "1" or "2" above. College education may be substituted for the required experience in "2" above on the basis of 5 semester credits for 1 month of experience. Experience working as a clerk or secretary is not acceptable.

**The education and experience requirements must be met by the last day of the Application Period.**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the application period.** You will not receive credit for education or experience which you obtain after the end of the application period, nor will you be permitted to submit new or additional information about your education and experience once the application period has ended.

**Special Patrolman Requirement:** At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department pursuant to Title 38, Chapter 13 of Rules of the City of New York):

- must be twenty-one years of age or older,
- a citizen of the United States,
- a resident of New York City,
- have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law,
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed who fails to successfully pass this background check will be terminated from the position.

**Driver License Requirement:** By the time you are appointed 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.

**Medical and Psychological Assessment:** Medical and psychological guidelines have been established for the position of Urban Park Ranger. You will be examined to determine whether you can perform the essential functions of an Urban Park Ranger. Additionally, you will be expected to continue to perform the essential functions of an Urban Park Ranger throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be appointed.

**Residency Requirement:** Pursuant to New York State Public Officers Law, you must be a resident of the City of New York at the time of appointment. However, if you have two years of employment with the City of New York, you may be a resident of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**REQUIRED INFORMATION:**

1. **Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
2. **Education and Experience Test:** Fill out **Sections A.1, A.2, A.4, A.5 (if applicable), B and C**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

**THE TEST:** You will be given a qualifying multiple-choice test and an education and experience test. The multiple-choice test will be given at a computer terminal or as a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve a score of at least 70% to pass the qualifying multiple-choice test. Only the candidates who pass the qualifying multiple-choice test will have their Education and Experience Test rated. **Your score on the education and experience test will determine 100% of your final score.**

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Urban Park Ranger.

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

**Deductive Reasoning:** applying general rules to specific problems to come up with logical answers.

**Inductive Reasoning:** combining separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together.

**Information Ordering:** following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

**Memorization:** remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

**Number Facility:** adding, subtracting, multiplying and dividing quickly and correctly. This can be steps in other operations like finding percentages and taking square roots.

**Problem Sensitivity:** being able to tell when something is wrong or likely to go wrong. It included being able to identify the whole problem as well as elements of the problem.

**Spatial Orientation:** determining where you are in relation to the location of some object or where the object is in relation to you.

**Time Sharing:** the ability to shift back and forth between two or more source of information.

**Visualization:** imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

**Written Expression:** using English words or sentences in writing so that others will understand.

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

Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**For full-time satisfactory experience as an Urban Park Ranger or Park Enforcement working in law or code enforcement with arrest powers; work experience in the field of ecology; or as an environmental instructor or ranger in a recognized park or recreation program, cultural institution or accredited school, you will receive:**

At least 1 year but less than 2 years	5.000 points
At least 2 years but less than 4 years	10.000 points
At least 4 years but less than 6 years	20.000 points
6 or more years	30.000 points

**Acceptable Experience:** Police Officer, Special Patrolman or Peace Officer, working as a Park Ranger with the Federal, State, or City government. Park Ranger experience includes radio dispatching and enforcement duties.

**Unacceptable Experience:** Any position or experience without arrest powers; working in Call Centers; security work without arrest powers.

**For full-time satisfactory experience in law enforcement work with arrest powers or teaching experience in a non-park setting, you will receive:**

At least 1 year but less than 2 years	2.500 points
At least 2 years but less than 4 years	5.000 points
At least 4 years but less than 6 years	10.000 points
6 or more years	15.000 points

**Acceptable Experience:** Police Officer, Special Patrolman or Peace Officer working in a position such as Sheriff, Conservation Officer, Environmental Officer, Correction Officer or Police Officer in a non-park setting or position.

**Unacceptable Experience:** Any position or experience without arrest powers.

**For full-time satisfactory experience as a licensed Security Officer; TSA Screener; Camp Counselor; Tour Guide; Emergency Medical Technician; Paramedic; Teacher; or work in the fields of Animal Care and Control, Dispatching, or Monitoring Alarm, or Call Centers such as 311, you will receive:**

2.000 points per year

**Unacceptable Experience:** Unlicensed security experience or an unlicensed bouncer.

**If you are a licensed Security Officer, you must list your license or certificate in Section C on the Education and Experience Test.**

**For a baccalaureate degree in law or code enforcement; criminal justice; police science; ecology; environmental science; marine science; biology; chemistry; botany; forestry; ornithology; or related areas, you will receive:**

10.000 points

**For a baccalaureate degree in an unrelated area, you will receive:**

5.000 points

The maximum score you can receive on this education and experience test is 100. The maximum credit you can receive for a baccalaureate degree is 10 points. You will not receive credit for possessing multiple baccalaureate degrees.

You will receive a maximum of one year experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**Warning:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

**ADMISSION NOTICE:** You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, 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:**

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number, the examination number and the examination title in your email.

**Investigation:** You will be investigated prior to appointment and must pay a \$75 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript of record from Bureau of Vital Statistics or other satisfactory evidence, naturalization papers, if necessary, proof of any military service and proof of meeting educational requirements. Any willful misstatement will be cause for disqualification. Investigation must be completed prior to appointment.

**Probationary Period:** All employees who do not successfully complete the Urban Park Services Training Academy given during the probationary period will be terminated.

**SPECIAL ARRANGEMENTS:**

**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 where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (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 Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60421; Urban Park Ranger 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)