



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

REQUIRED INFORMATION
APPLICATION

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR OF SCHOOL SECURITY
Exam No. 4503

WHEN TO APPLY: From: July 3, 2013
 To: July 23, 2013

APPLICATION FEE: \$68.00
 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on Saturday, October 26, 2013.

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

WHAT THE JOB INVOLVES: Supervisor 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, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. 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, a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online or submit a money order payable to DCAS (Exams).

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

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. 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."

The Computerized Testing Centers will be closed on Thursday, July 4, 2013.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 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 two years. Time served prior to a break in service of more than one year will not be credited.

REQUIREMENTS TO BE APPOINTED:

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.

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 the 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: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. 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. See chart below in the section, "Method of Computing Seniority Score" to determine the points credited for seniority in the eligible title. 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 such 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; Students 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 relates to current and future jobs.

Organizational Sensitivity: Action that indicates an awareness of the impact and the implications of decisions and 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 judgements, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others and organization. Dissatisfied with average performance.

Behavior 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.

Note: 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. 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 to be 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 refunded.

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.

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 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>
10/27/13 or after	not eligible	1/27/11 - 4/26/11	85.000 percent
7/27/13 - 10/26/13	70.000 percent	10/27/10 - 1/26/11	86.500 percent
4/27/13 - 7/26/13	71.500 percent	7/27/10 - 10/26/10	88.000 percent
1/27/13 - 4/26/13	73.000 percent	4/27/10 - 7/26/10	89.500 percent
10/27/12 - 1/26/13	74.500 percent	1/27/10 - 4/26/10	91.000 percent
7/27/12 -10/26/12	76.000 percent	10/27/09- 1/26/10	92.500 percent
4/27/12 -7/26/12	77.500 percent	7/27/09 - 10/26/09	94.000 percent
1/27/12 - 4/26/12	79.000 percent	4/27/09 - 7/26/09	95.500 percent
10/27/11 - 1/26/12	80.500 percent	1/27/09 - 4/26/09	97.000 percent
7/27/11 - 10/26/11	82.000 percent	10/27/08 - 1/26/09	98.500 percent
4/27/11 - 7/26/11	83.500 percent	10/26/08 or earlier	100.00 percent

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, 14th Floor, Manhattan, to obtain a duplicate notice.

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.

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 for one week following 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, 14th 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 promotion, and may result in criminal prosecution.

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 and at the DCAS Computerized Testing Centers.

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