



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO ADMINISTRATIVE TRAFFIC ENFORCEMENT AGENT
 Exam No. 5518
 Amended Notice - February 18, 2015**

<p>WHEN TO APPLY: From: January 7, 2015 To: January 27, 2015</p>	<p>APPLICATION FEE: \$68.00 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.</p>
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THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, April 25, 2015.**

The Notice of Examination is amended to update the “Written Test Description” sub-section in “The Test” section.

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

WHAT THE JOB INVOLVES: Administrative Traffic Enforcement Agents, under general direction with broad latitude for the exercise of initiative and judgment, administer the operation of a traffic enforcement command, of a major portion of the traffic enforcement program or other equivalent assignment. Administrative Traffic Enforcement Agents conceive and implement plans effecting productivity, personnel and resources; schedule and conduct problem solving meetings with subordinates; evaluate subordinates' recommendations and initiate implementation; manage the utilization and maintenance of buildings and facilities; maintain discipline among the staff; compile statistical reports to monitor productivity, absenteeism, vehicles, etc.; prepare and deliver formal presentations and reports at departmental, inter-agency, and community meetings; monitor and evaluate locations to address violations that may obstruct the flow of traffic; conduct formal evaluations of subordinates' performance; implements new and revised police department policies and procedures; refer subordinates to appropriate training programs; establish record keeping procedures to monitor the implementation of programs such as a top priority location condition; notify emergency personnel during such emergencies as a snow storm, power failure, building collapse, etc.; monitor use of department vehicles; monitor the activities of private security guards at a facility; monitor roll call of a squad of Traffic Enforcement Agents; 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: Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

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 information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

The DCAS Computer-based Testing & Applications Centers will be closed on Monday, January 19, 2015.

Special Circumstances Guide: This guide is located on the DCAS website at 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."

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 or appears on a Preferred List (see Note, below) for the title of Associate Traffic 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 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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, 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.

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.

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. 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 Written Test Description: 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 Administrative Traffic Enforcement Agent.

The test may include questions which require mastery of technical knowledge based on such material as the **New York City Police Department Civilian Handbook, the New York City Police Department Addendum to the Civilian Handbook, the New York City Police Department Patrol Guide, the New York City Police Department Administrative Guide; and Mayor's Executive Order No. 16 of 1978, as amended**, in effect up to and including January 31, 2015. Questions may address any of the following areas: **Time and Leave Regulations; Rules and Regulations; and Code of Conduct.**

Task areas to be tested are as follows:

Administrative Duties: These tasks involve administering the operation of a Traffic Enforcement command and implementing plans effecting productivity, personnel and resources.

Supervision: These tasks involve supervising Associate Traffic Enforcement Agents, and maintaining discipline among staff.

Writing Reports and Record Keeping: These tasks involve establishing record keeping procedures to monitor the implementation of programs such as a top priority location condition, and compiling reports to monitor productivity, absenteeism and vehicles.

Monitoring: These tasks involve monitoring and evaluating locations to address violations that may obstruct the flow of traffic.

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

Analytical Thinking: Analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. An Administrative Traffic Enforcement Agent might use this ability when gathering information about traffic conditions to analyze a situation.

Quantitative Analysis and Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. An Administrative Traffic Enforcement Agent might use this ability when creating a report based on new traffic data.

Judgment and Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. An Administrative Traffic Enforcement Agent might use this ability when delegating Traffic Enforcement Agents to work in a specific area to accomplish a goal.

Planning & Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. An Administrative Traffic Enforcement Agent might use this ability when monitoring a traffic intersection to increase the flow of traffic.

Management of Financial Resources: Determining how money will be spent to get the work done and accounting for these expenditures; managing the money needed for getting work accomplished. An Administrative Traffic Enforcement Agent might use this ability when creating overtime schedules.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. An Administrative Traffic Enforcement Agent might use this ability when keeping track of departmental vehicles.

Management of Personnel Resources: Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. An Administrative Traffic Enforcement Agent might use this ability when delegating a Traffic Enforcement Agent to perform a task that they perform well.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. An Administrative Traffic Enforcement Agent might use this ability when reading documents regarding new NYPD policies and procedures.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. An Administrative Traffic Enforcement Agent might use this ability when writing emails, reports and log books.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. An Administrative Traffic Enforcement Agent might use this ability when reviewing policies and procedures with staff.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. An Administrative Traffic Enforcement Agent might use this ability when working well with coworkers in their work area.

Integrity: Acting in an honest and ethical manner. An Administrative Traffic Enforcement Agent might use this ability when reporting corruption to the Inspector General.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. An Administrative Traffic Enforcement Agent might use this ability when implementing new NYPD policies and procedures.

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.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

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, 14th Floor, Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

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(s) 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;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

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 test.

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 DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10042; The Managerial Service.

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