



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE URBAN PARK RANGER Exam. No. 0544 SECOND AMENDED NOTICE - September 3, 2003

WHEN TO APPLY: From: September 3, 2003 **APPLICATION FEE: \$40.00**
To: September 23, 2003 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on December 20, 2003.

The Notice of Examination is amended to:

1. Reopen filing from September 3, 2003 to September 23, 2003; candidates who filed previously need not file again;
2. Schedule the multiple-choice test date for December 20, 2003;
3. Update the salary information; and
4. Delete the list termination statement.

WHAT THE JOB INVOLVES: Associate Urban Park Rangers under direction, supervise subordinates in enforcing compliance with departmental rules and regulations through the issuance of summonses; direct and review staff, programs and operations providing informational, educational, and safety services to the general public; serve as a communications supervisor, program specialist or staff assistant to manager; 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 \$37,553 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Parks & Recreation 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 Urban Park Ranger; 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 your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded and your test paper will not be rated.

You may be given the test before a review of your eligibility.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your

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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, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

REQUIREMENTS TO BE APPOINTED:

Driver License Requirement: At the time of appointment 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 of appointment to this position, you must qualify for deputization as Special Patrolman by the New York City Police Department. To qualify, you must be of good moral character, have U.S. citizenship, and be at least 21 years of age, and have no record of convictions for any felony or for any serious offense against public safety, as defined in the New York State Penal Law. Additionally, if discharged from military service, the discharge must not have been "dishonorable". You must maintain these qualifications for the duration of your employment.

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 the City of New York 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 may include questions on the principles of supervision; writing skills; relevant parts of the City of New York Administrative Code; the Department of Parks & Recreation rules, regulations, policies and procedures; Central Communications; summonses and arrest procedures; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

SELECTIVE CERTIFICATION: Appointments from the eligible list resulting from this examination will be made **only** by selective certification of those eligibles who, by the date of appointment, have one year of full-time satisfactory experience in one of the following divisions: Park Ranger, Park Enforcement or Central Communications. On the day of the multiple-choice test, you will be asked to choose one of the three selective certification areas.

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 found eligible, your name will be placed in final score order on the selective certification list for the area you chose. 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 selective certification list for the area you chose.

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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60422; Urban Park Ranger Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-669-1357
Internet: nyc.gov/html/dcas**