



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 ADMINISTRATIVE PROBATION OFFICER

Exam. No. 7517

Second Amended Notice (November 28, 2007)

WHEN TO APPLY: From: September 5, 2007 To: September 25, 2007
APPLICATION FEE: \$50.00
Payable 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, February 9, 2008.**

The Notice of Examination is amended to:

1. change the date of the multiple-choice test from December 1, 2007 to February 9, 2008; and
2. update the list of references in The Test section.

WHAT THE JOB INVOLVES: This is a management class of positions with several assignment levels. Administrative Probation Officers, under general direction, with wide latitude for independent initiative and judgment, plan, direct, and supervise the operations of an organizational segment of the Department of Probation engaged in complex professional administrative work, such as management audit, special projects, intergovernmental relations, formulation and implementation of policies relating to the identification and development of resources to be used by probationers or of programs relating to service referral informational activities; or administration and supervision of a branch office providing probation services to the Courts of the City of New York (Family, Criminal and Supreme); or perform assignments equivalent to those described; and perform related work.

Special Working Conditions: Administrative Probation Officers may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays. Administrative Probation Officers are peace officers and are expected to direct staff in the field.

(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 for promotions to managerial assignments will be consistent with the Managerial Pay Plan. The current minimum salary for managerial employees with at least two years of City service is \$49,346 per annum.

HOW TO APPLY: If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, go to the Online Application System (OASys) at 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:** Refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the NYC Department of Probation 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 Supervising Probation Officer; and
- (2) is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

(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 the 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 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:

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.

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 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 may include questions on: Executive Policies and Procedures and Directives (EPAP); departmental manuals, i.e., SOU Manual, Field Manual, Firearms Manual, Managing a Safe Branch, Juvenile Investigations Manual, Juvenile Intake Manual, and Adult PSI Manual; Penal Law; Criminal Procedure Law; Vehicle Traffic Law; Administrative Code; Adult Services Restitution Manual and Guidelines; Family Court Act; (Donino) Sentencing Charts; Time and Leave Manual; Code of Conduct; Article 23 of the Correction Law; Division of Probation and Correctional Alternatives Rules and Regulations; Violation of Probation Procedures; Sex Offenders Registration Act and related departmental memos and Procedures, Departmental Referral Services and procedures such as RDU, NYS Court Forensic Clinic Referral, Kendra's Law; DNA Procedures; E-Justice, etc.; HIV procedures (Policy of NYS Department of Probation); Incident Report Procedures; Kiosk User's Manual and Alert Protocols; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; EEO Policy; Disciplinary Procedures; STARS Indicators; the DOP Mission Statement; ARTS; Family Book 1; Tasks and Standards for APOs and positions supervised by them; and other related areas.

The test may also 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 related to current and future jobs.

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

Initiative: Active attempts to influence events to achieve goals; self-starting rather than passive acceptance. Taking action to achieve goals beyond those called for; originating action.

Tolerance for Stress: Stability of performance under pressure and/or opposition.

Independence: Taking action in which the dominant influence is on one's own convictions rather than the influence of others' opinions.

Tenacity: Staying with a position or plan of action until the desired objective is achieved or is no longer reasonably attainable.

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

Impact: Presenting oneself to others as a poised, confident, competent and respected individual; behaving in a manner appropriate to one's professional status.

Persuasiveness/Sales Ability: Effectively developing rapport, establishing a need, presenting a proposal, eliciting and answering objections, and gaining agreement.

Behavioral 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.

You may be required to answer certain questions on the basis of documents or other information supplied to you on the date of the multiple-choice test.

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 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.

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. 10029; The Managerial Service.

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

