



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

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE TAXI AND LIMOUSINE INSPECTOR**  
**Exam No. 6501**

**WHEN TO APPLY:** From: August 5, 2015  
 To: August 25, 2015

**APPLICATION FEE: \$61.00**  
 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 be held on Saturday, December 12, 2015.

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

**WHAT THE JOB INVOLVES:** At Assignment Level I, Associate Taxi and Limousine Inspectors, under general supervision of a higher ranking officer, are responsible and accountable for the supervision of subordinates; instruct and counsel subordinates in their duties; are responsible for subordinates' general appearance, punctuality, attendance, productivity, good order and discipline; supervise inspector activity at the operational level and evaluate the quality of subordinates' performance; may perform the duties of immediate supervisor during the latter's absence; perform all additional functions prescribed for rank by relevant laws, rules, procedures, orders or directives of the Taxi and Limousine Commission.

When assigned to the Enforcement Division, Associate Taxi and Limousine Inspectors monitor field patrol activities of a squad of inspectors on city-wide patrol; review, evaluate and complete reports on For-Hire passenger vehicles and their facilities and other related activities; and conduct special investigations including those involving complaints from the public on the operation of For-Hire vehicles.

When assigned to the Safety and Emissions Division, Associate Taxi and Limousine Inspectors monitor a unit of inspectors engaged in the inspection of For-Hire passenger vehicles for safety and mechanical fitness in conformity with established standards and physical specifications; orient and train taxi and limousine inspectors; review and evaluate reports on vehicles inspected; and prepare reports and keep records. All Associate Taxi and Limousine Inspectors perform related work.

Some of the physical activities performed by Associate Taxi and Limousine Inspectors and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; climbing up stairs; gripping persons to prevent escape; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communications over the radio with background noise; reading and writing under low light conditions; and wearing a bullet-resistant vest.

**Special Working Conditions:** Associate Taxi and Limousine Inspectors are required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$40,813 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**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](http://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

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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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the Department of Citywide Administrative Services (DCAS) Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

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

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, August 8, 2015.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services 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 Taxi and Limousine Inspector; 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.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

**Special Patrolman Status:** Special Patrolman status must be maintained at all times as a condition of employment. Failure to maintain Special Patrolman status shall constitute a forfeiture of 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 multiple-choice test is designed to assess the extent to which candidates have certain knowledge and abilities determined to be important to the performance of the tasks of an Associate Taxi and Limousine Inspector. Task areas to be tested are as follows: Performs Administrative Tasks; Field Performance Tasks; Prepares and Reviews Subordinates' Paperwork; Assists Immediate Supervisor in Supervising a Squad of Taxi and Limousine Inspectors; Issues Summonses; Testifies at Administrative Proceedings, Operates and Safeguards Equipment; and Oversees Safety and Emission Inspection Lanes and Hacksite.

The test may include questions that may require mastery of technical knowledge based on such materials as: TLC's Rules and Regulations; Time and Leave; Code of Conduct; Disciplinary Actions; New York City Police Department (NYPD) Arrests Package Procedures; Sexual Harassment in the Workplace; TLC Commission Enforcement/Safety and Emissions Rules and Regulations, Standard Operating Procedures and Directives;

Drivers License Requirements; New York City Administrative Code; Taxicab Specifications; New York State Vehicle and Traffic Laws (VTL) and New York City Traffic Regulations; TLC Guidelines covering Administrative Functions; Equal Employment Opportunity (EEO) Guidelines; Applicable New York State Criminal Procedure Law and New York State Penal Law; Procedures for Training/Counseling for Staff Job Performance Problems; NYPD Special Patrolman Status; Procedures for Counseling/Referral for Staff Substance Abuse/Personal Problems; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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

**Delegation:** Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates. An Associate Taxi and Limousine Inspector might use this ability when monitoring Taxi and Limousine Inspectors (squad members) while they patrol assigned sectors to enforce TLC Rules and Regulations.

**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. An Associate Taxi and Limousine Inspector might use this ability to ensure that all subordinates' annual leave and sick leave documents are completed in accordance with citywide and administrative policies.

**Decisiveness:** Readiness to make decisions, render judgments, take action, or commit oneself. An Associate Taxi and Limousine Inspector might use this ability to make decisions regarding daily assignments for the squad before conducting roll call.

**Analysis:** Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems. An Associate Taxi and Limousine Inspector might use this ability when supervising and assisting in the inspection of Yellow Medallion vehicles for compliance with TLC Rules and Regulations.

**Written Communication:** Clear expression of ideas in writing and use of good grammatical form. An Associate Taxi and Limousine Inspector might use this ability when issuing and reviewing summonses and/or Notices of Violations (NOVs) to owners and drivers.

**Judgment:** Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information. An Associate Taxi and Limousine Inspector might use this ability to ensure that Taxi and Limousine Inspectors make justifiable and appropriate arrests.

**Sensitivity:** Actions that indicate a consideration for the feelings and needs of others. An Associate Taxi and Limousine Inspector might use this ability when dealing with employee grievances that require speaking with a counselor.

**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. An Associate Taxi and Limousine Inspector might use this ability when monitoring radio transmissions of enforcement personnel in the field to ensure that the proper radio codes are being used for car stops.

**Work Standards:** Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance. An Associate Taxi and Limousine Inspector might use this ability when reviewing all summonses for legibility, accuracy and completeness.

**Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation. An Associate Taxi and Limousine Inspector might use this ability when listening to and addressing subordinates' complaints at roll call.

**Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job. An Associate Taxi and Limousine Inspector might use this ability when using certain equipment (i.e. computer and/or radio codes).

**Development of Subordinates:** Developing the skills and competencies of subordinates through training and development activities related to current and future jobs. An Associate Taxi and Limousine Inspector might use this ability when training and updating subordinates on the proper procedures.

**Organizational Sensitivity:** Action that indicates an awareness of the impact and the implications of decisions on other components of the organization. An Associate Taxi and Limousine Inspector might use this ability when appearing and testifying at criminal, civil and administrative proceedings.

**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 **not** permitted. 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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. 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, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified:** If you have a New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified will be checked by the appointing agency at the time of promotion. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and "MVI" on your correspondence. **If you are promoted through Selective Certification, you must maintain your New York State Department of Motor Vehicles Inspection Certificate, Emissions Qualified for the duration of your employment.**

**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, 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 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.

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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 the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 35143; Public Health and Safety 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)