



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR PLASTERER

Exam No. 0512

WHEN TO APPLY: From: August 9, 2019

APPLICATION FEE: \$96.00

To: August 29, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, October 31, 2019.**

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Under general supervision Supervisor Plasterers supervise plasterers and other assigned personnel in the preparation of plastering materials and its application to interior and exterior surfaces. They supervise, direct and inspect the preparation of plastering materials common to the trade, such as structo-lite, lime putty, gauging plaster, structo-gauge, and the application of scratch, brown and finish coats to interior and exterior surfaces, such as walls, ceilings, piers, columns, and the installation and/or replacement of lathing; make decisions regarding work methods; prepare work schedules and make work assignments; control and supervise the proper use of tools and equipment to complete work assigned, requisition materials and equipment; keep records; prepare reports; and may assist in the preparation of plans and specifications. All Supervisor Plasterers perform related work.

Some of the physical activities performed by Supervisor Plasterers and environmental conditions experienced are: walking to and from various job sites; climbing ladders and walking on scaffolds; making measurements with ruler and tape; communicating orally; and working in areas that are dusty, wet and covered with fallen plaster and debris.

(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 \$46.01 per hour, for a 40-hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the first 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 Plasterer; and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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.

HOW TO APPLY:

If you believe you are eligible to take this examination, apply using 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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

is required to apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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. 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-exams.nyc.gov/OASysWeb/Home/Faq>

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

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 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."

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test may be given at a computer terminal or in paper and pencil format. 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 a Supervisor Plasterer.

The multiple-choice test may include questions on principles of supervision; reading technical material; record keeping; tools; materials; trade standards; arithmetic; safety; 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:

Persuading & Influencing Others: causing others to change or modify their opinions, views or behaviors using a variety of strategies. For example, a Supervisor Plasterer might use this ability when getting cooperation at job sites from the necessary parties to complete the required work.

Management of Personnel Resources: the ability to motivate, develop, and direct people as they work, identifying the best people for the job; manage employees needed to accomplish tasks. For example, a Supervisor Plasterer might use this ability when supervising staff and delegating job assignments.

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. For example, a Supervisor Plasterer might use this ability when supervising the areas where tools and equipment are stored.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. For example, a Supervisor Plasterer might use this ability when reviewing jobs to ensure Plasterers completed them correctly.

Time Management: the ability to manage one's own time and the time of others in order to promote effective use of work hours. For example, a Supervisor Plasterer might use this ability by ensuring they are able to visit various work sites and check on staff.

Conflict Resolution: the ability to negotiate with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. For example, a Supervisor Plasterer might use this ability when addressing interpersonal disputes amongst staff.

Dependability: the ability to fulfill obligations and act in a reliable, responsible and dependable manner. For example, a Supervisor Plasterer might use this ability when promptly completing requested reports.

Persistence: the ability to persist in the face of obstacles until the desired outcome is achieved; may modify goals if and when appropriate instead of giving up. For example, a Supervisor Plasterer might use this ability when returning to an unfinished job to complete the necessary work.

Updating & Using Relevant Knowledge: keeping up-to-date technically and applying new knowledge to the job. For example, a Supervisor Plasterer might use this ability when checking with technical services to choose the best materials.

Analytical Thinking: the ability to analyze information and use logic to address specific work-related issues and problems. It involves the identification of problems, not the implementation of solutions. For example, a Supervisor Plasterer might use this ability to identify what materials will be necessary when visiting a job site.

Quantitative Analysis & Interpretation: the ability to analyze, interpret, and understand the underlying principles and meaning of numerical data. This includes recognizing inconsistencies and errors in reports containing numerical data. This may involve making projections. For example, a Supervisor Plasterer might use this ability when reviewing work orders to determine how many jobs have been completed and still need to be completed.

Coaching & Mentoring: the ability to identify the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. For example, a Supervisor Plasterer might use this ability when mentoring Helpers to become Plasterers.

Active Listening: the ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times; requires interaction between speaker and listener. For example, a Supervisor Plasterer might use this ability when staff members are discussing what work they have completed.

Written Expression: the ability to appropriately communicate information and ideas in written words and sentences so intended audience will understand. For example, a Supervisor Plasterer might use this ability when preparing plans and specifications.

Concern for Others: the ability to act in a manner sensitive to others needs and feelings while being understanding and helpful on the job; showing consideration. For example, a Supervisor Plasterer might use this ability when discussing an employee's personal issues that may be affecting work performance.

Adaptability/Flexibility: the ability to respond to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. For example, a Supervisor Plasterer might use this ability when new regulations change how job preparation is done.

Judgement & Decision-Making: the ability to review 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. For example, a Supervisor Plasterer might use this ability when identifying what materials are on hand and which need to be ordered.

Attention to Detail: being careful about detail and thorough in completing work tasks. For example, a Supervisor Plasterer might use this ability when spot checking work a plasterer has completed.

Written Comprehension: the ability to understand the information and ideas presented in written sentences and paragraphs in work-related documents. For example, a Supervisor Plasterer might use this ability when reading emails.

Teamwork: the ability to develop mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. For example, a Supervisor Plasterer might use this ability when working with staff to complete work.

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. For example, a Supervisor Plasterer might use this ability when determining what approach would best complete as many work orders as possible.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators and electronic devices with an alphabetic keyboard or with word processing or data recording abilities such as planners, organizers, etc. are not permitted. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 a Computer-based Testing & Applications Center 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, City or State issued identification card, IDNYC, 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.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information

that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

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, you will be given a list number, and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 on which testing is expected to begin.

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 Administration, Customer, and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification For USEPA Certification in Renovation, Repair, and Painting (RRP): If you possess a United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP), you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your USEPA Certification will be checked by the appointing agency at the time of appointment.

Selective Certification For USEPA Certification in Lead-Based Paint Activities (ILB): If you possess a United States Environmental Protection Agency (USEPA) Certification in Lead-Based Paint Activities (ILB) (Abatement), you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your USEPA Certification will be checked by the appointing agency at the time of appointment.

The above Selective Certification requirements 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, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email sent to you on your OASys Dashboard, under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 92272; Skilled Craftsman and Operative Service.

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