



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR (SANITATION)

Exam No. 0530

WHEN TO APPLY: From: August 7, 2019

APPLICATION FEE: \$91.00

To: August 27, 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 Wednesday, October 23, 2019.

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

WHAT THE JOB INVOLVES:

Supervisors (Sanitation), under general supervision, supervise street cleaning, waste collection, and snow removal operations; direct the operation of a garage or transfer stations; assist in the direction of the operation of a Sanitation district or, on a night shift, direct the operations of a Sanitation district. They supervise subordinates engaged in machine and manual cleaning of streets, waste collection, waste disposal, recycling routes, and snow removal operations; develop and revise cleaning, collection and recycling routes; inspect and patrol assigned cleaning, collection and snow routes; operate motor vehicles; plan, schedule and assign work to subordinates; enforce New York City Health and Administrative Codes, New York State Public Health Laws and New York State Vehicle and Traffic Laws; communicate over a radio; direct the operation of a department garage, including housing, maintenance, dispatching and functioning of motor equipment; accept fuel and oversee the disbursement of fuel; maintain work performance and time records; prepare payrolls; maintain inventory of tools and equipment; investigate complaints and take corrective action; investigate accidents and enforce safety regulations; analyze subordinates' performance evaluations, work rate, identify problems and make specific recommendations; interview and counsel subordinates with regard to attendance abuse and take appropriate action; enter and analyze data, as well as manage real-time operational information using the Sanitation Management Analysis and Resource Tracking (S.M.A.R.T) Operations Board and other Department of Sanitation computer applications; prepare, complete and/or review records, logs and reports; train subordinates; and perform related work.

Special Working Conditions:

Supervisors (Sanitation) are required to work various shifts including rotating shifts, nights, Saturdays, Sundays, holidays and mandatory overtime.

Some of the physical activities performed by Supervisors (Sanitation) and conditions experienced include working outdoors in all types of weather.

(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 \$83,236 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the Department of Sanitation 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 Sanitation Worker; 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 two (2) years.

Note: See "CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE" section and "EFFECTS OF A BREAK IN SERVICE" section.

REQUIREMENT(S) TO BE PROMOTED:

Driver License Requirement: By the time you are promoted to this position, you must have a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

Education Requirement: You must possess a four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization at the time of promotion.

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 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 will be given at a computer terminal. 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.

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 (Sanitation). Task areas to be tested are as follows: prepares, completes and reviews forms, reports and logs; makes required notification; communicates information; assigns and reassigns work; monitors and inspects subordinates; trains, counsels and evaluates subordinates; performs field duties; maintains, secures and safeguards department property; assists and cooperates with community and other agencies; and other related areas.

The multiple-choice test may include questions which require working knowledge or better (without Reference Material) in effect up to and including May 22, 2019 of the following non-exclusive list of sources: the New York City Department of Sanitation Policies and Administrative Procedures; Executive Orders; Operations Orders; General Orders; Personnel Memoranda, as well as Department messages; Department-issued handbooks; and standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978, as amended.

Questions may address any of the following areas: general operations; standards and information; corruption, prohibitions and conflict of interest policies; safety procedures; security procedures; and safety and hazardous materials.

The multiple-choice test may also include questions requiring 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, and implementation of solutions. Example: A Supervisor (Sanitation) may use this ability when weather conditions change and the Sanitation Workers' routes need to be adjusted.

Quantitative Analysis & 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. Example: A Supervisor (Sanitation) may use this ability when allocating tonnage and routes of collection trucks into a computer application.

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. Example: A Supervisor (Sanitation) may use this ability when scheduling and assigning routes for Sanitation Workers.

Judgment & 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. Example: A Supervisor (Sanitation) may use this ability when determining the type of violation that has been committed.

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. Example: A Supervisor (Sanitation) may use this ability when monitoring the inventory of equipment, fuel and supplies.

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. Example: A Supervisor (Sanitation) may use this ability when determining that Sanitation Workers are at their assigned work areas and are performing assigned tasks.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Example: A Supervisor (Sanitation) may use this ability when conducting performance evaluations and monitoring motorized litter patrol crews.

Time Management: Managing one's own time and the time of others in order to promote effective use of work hours. Example: A Supervisor (Sanitation) may use this ability when projecting the tasks that need to be completed for the day.

Persistence: Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up. Example: A Supervisor (Sanitation) may use this ability when training subordinates.

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. Example: A Supervisor (Sanitation) may use this ability when new standard operating procedures are instituted.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: A Supervisor (Sanitation) may use this ability when reading and understanding Departmental messages.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: A Supervisor (Sanitation) may use this ability when writing narrative reports (e.g., unusual incident or occurrence reports).

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: A Supervisor (Sanitation) may use this ability when conducting preliminary investigations at the scene of an accident involving Sanitation personnel.

Concern for Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. Example: A Supervisor (Sanitation) may use this ability when investigating complaints reported by civilians or other agencies.

Coaching & Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. Example: A Supervisor (Sanitation) may use this ability when observing subordinates' work performance and activities.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: A Supervisor (Sanitation) may use this ability when assisting other City agencies in emergency situations.

Integrity: Acting in an honest and ethical manner. Example: A Supervisor (Sanitation) may use this ability when entering data into a computer, such as approving employee timesheets in CityTime.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner. Example: A Supervisor (Sanitation) may use this ability when relieving other supervisors from their shifts.

Achievement/Effort: Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals. Example: A Supervisor (Sanitation) may use this ability by learning new ways to complete tasks in shorter amounts of time.

Initiative & Independence: Displaying a willingness to take on additional responsibilities and challenges, while developing one's own ways of doing things and guiding oneself with little or no supervision. Example: A Supervisor (Sanitation) may use this ability when working on special Departmental projects.

Attention to Detail: Being careful about detail and thorough in completing work tasks. Example: A Supervisor (Sanitation) may use this ability when reviewing forms, reports and logs to determine completeness and accuracy.

Self Control: Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations. Example: A Supervisor (Sanitation) may use this ability when reprimanding subordinates on improper performance of their duties.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. Example: A Supervisor (Sanitation) may use this ability when new standard operating procedures are applied to tasks.

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.

METHOD OF COMPUTING SENIORITY SCORE:

Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority and, if applicable, Veteran's Preference credit, subject to the conditions listed below.

If your Date of Permanent Appointment as Sanitation Worker is:	You Will Receive:	If your Date of Permanent Appointment as Sanitation Worker is:	You Will Receive:
10/24/19 or after	not eligible	07/24/14 - 10/23/14	90.000 percent
07/24/19 - 10/23/19	70.000 percent	04/24/14 - 07/23/14	90.500 percent
04/24/19 - 07/23/19	71.000 percent	01/24/14 - 04/23/14	91.000 percent
01/24/19 - 04/23/19	72.000 percent	10/24/13 - 01/23/14	91.500 percent
10/24/18 - 01/23/19	73.000 percent	07/24/13 - 10/23/13	92.000 percent
07/24/18 - 10/23/18	74.000 percent	04/24/13 - 07/23/13	92.500 percent
04/24/18 - 07/23/18	75.000 percent	01/24/13 - 04/23/13	93.000 percent
01/24/18 - 04/23/18	76.000 percent	10/24/12 - 01/23/13	93.500 percent
10/24/17 - 01/23/18	77.000 percent	07/24/12 - 10/23/12	94.000 percent
07/24/17 - 10/23/17	78.000 percent	04/24/12 - 07/23/12	94.500 percent
04/24/17 - 07/23/17	79.000 percent	01/24/12 - 04/23/12	95.000 percent
01/24/17 - 04/23/17	80.000 percent	10/24/11 - 01/23/12	95.500 percent
10/24/16 - 01/23/17	81.000 percent	07/24/11 - 10/23/11	96.000 percent
07/24/16 - 10/23/16	82.000 percent	04/24/11 - 07/23/11	96.500 percent
04/24/16 - 07/23/16	83.000 percent	01/24/11 - 04/23/11	97.000 percent
01/24/16 - 04/23/16	84.000 percent	10/24/10 - 01/23/11	97.500 percent
10/24/15 - 01/23/16	85.000 percent	07/24/10 - 10/23/10	98.000 percent
07/24/15 - 10/23/15	86.000 percent	04/24/10 - 07/23/10	98.500 percent
04/24/15 - 07/23/15	87.000 percent	01/24/10 - 04/23/10	99.000 percent
01/24/15 - 04/23/15	88.000 percent	10/24/09 - 01/23/10	99.500 percent
10/24/14 - 01/23/15	89.000 percent	10/23/09 or earlier	100.000 percent

Conditions: No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the New York State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Sanitation Worker shall be given appropriate credit.

CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE:

In accordance with Section 13-153 of the New York City Administrative Code, any member of the uniformed force of the Sanitation Department who immediately prior to his or her appointment or employment as such, has served as a member of the uniformed police force, uniformed transit police force, housing police service, or uniformed force of the Department of Correction shall have the time served in any of such positions counted as service in the eligible title in determining his or her compensation and promotion for Supervisor (Sanitation).

EFFECTS OF A BREAK IN SERVICE:

The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

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 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, 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 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 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.

Promotion Opportunities:

Employees in the title of Supervisor (Sanitation) are accorded the opportunity to be promoted to General Superintendent (Sanitation) at several assignment levels. There may be additional education requirements for promotion, and those requirements would be described on the future Notice of Examination for that title.

ADDITIONAL INFORMATION:

Probationary Period:

The probationary period for this position is one year. You will be required to successfully complete a prescribed training course and obtain a Certificate of Fitness to handle motor fuel and operate air compressors issued by the New York City Fire Department. The Certificates of Fitness to handle motor fuel and operate air compressors, issued by the New York City Fire Department, must be maintained for the duration of employment.

If you do not complete the prescribed training course or do not obtain the Certificates of Fitness by the end of your probationary period, you will be returned to the title of Sanitation Worker.

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. 70150; The Sanitation Service.

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