

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 two years.

REQUIREMENT(S) TO BE PROMOTED:

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.

Driver License Requirement: At the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. If you have any serious moving violations, license suspension(s), or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

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, 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/faqs>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

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

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>
2 Lafayette Street 17th Floor New York, NY 10007	210 Joralemon Street 4th Floor Brooklyn, NY 11201	118-35 Queens Boulevard 5th Floor Forest Hills, NY 11375
<u>Staten Island</u>		<u>Bronx</u>
135 Canal Street 3rd Floor Staten Island, NY 10304		1932 Arthur Avenue 2nd Floor Bronx, NY 10457

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS via nyc.gov/CivilServiceNowNYC and select the applicable subject.

Special Circumstances Guide:

This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application 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 **General Superintendent (Sanitation)**.

Task areas to be tested may include the following:

Assigns Personnel: These tasks involve assigning personnel to work activities and making adjustments in assignments as situations arise during a shift.

Monitors and Inspects Subordinates: These tasks involve monitoring and inspection of subordinates to

see if they are performing their duties in an acceptable manner.

Trains, Evaluates, Commends and Corrects Subordinates: These tasks involve on-the-job training and formally evaluating subordinates, as well as commending and correcting their work performance.

Reviews and Enters Information onto Reports, Forms, and Logs: These tasks involve the review and/or entering of information onto computer or paper reports, forms and logs. Forms and reports may be a variety of types.

Makes Required Notifications and Communicates Information: These tasks involve making required notifications, and informally communicating information to peers and superiors, other agencies and the public.

Performs Field Duties and Responsibilities: These tasks involve observing district conditions or responding to incidents that do not involve direct supervision of subordinates, attending Community Board meetings, answering questions, making referrals and otherwise interacting with community groups and members of the public.

Requisitions, Maintains and Secures Equipment and Supplies: These tasks involve overseeing the repair, maintenance and security of Sanitation property and equipment, such as radios, collection trucks and passenger vehicles based on reports by subordinates and own observation.

The test may include questions which require working knowledge or better (without Reference Material) in effect up to and including August 26, 2025 of the following non-exclusive list of sources:**Department of Sanitation Policies and Administrative Procedures, Executive Orders, General Orders; Operations Orders; Department Messages; 311 Service Requests; Work Place Violence Prevention; Code of Conduct; standards of proper employee ethical conduct, including the provisions of Mayor’s Executive Order No 16. Of 1978 as amended.**

Questions may address the following areas: Attendance Policies; CityTime and Payroll Procedures; Uniform Regulations and Personnel Appearance Standards; Substance Abuse Policies; Corruption and Conflict of Interest Policies; Trade Waste Procedures; Disciplinary Procedures; Sexual Harassment and EEO Policies; Safety Rules and Regulations; Procedures for Reporting an Accident; Work Assignments Necessary to Ensure Daily Tasks; Recycling Procedures; Special Waste Disposal Procedures; Street Cleaning Procedures; Collection Procedures for Organic Materials; Snow Removal Procedures; Procedures for Reporting, Documenting, and Disposing of Hazardous and Infectious Waste; Department Equipment Including Intended Use, Capabilities, Maintenance, and Operation; Radio Procedures; Procedures for Responding to an Emergency; Work Place Violence (WPV) Policies; Roll Call Procedures.

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

Judgment and Decision-Making: Skill in judgment and decision making, including reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems, and choosing the most appropriate one. **Example:** A General Superintendent (Sanitation) may use this skill to assign and adjust work assignments, determine training needs, and determine when to enter the field to evaluate staff.

Written Comprehension: Ability to understand the information and ideas presented in written sentences and paragraphs in work-related documents. **Example:** A General Superintendent (Sanitation) may use this ability when reviewing policies, practices, and procedures associated with sanitation work.

Written Expression: Ability to appropriately communicate information and ideas in written words and sentences so the intended audience will understand. **Example:** A General Superintendent (Sanitation) may use this ability to write emails, documents, reports, or any other written materials that can be understood by others.

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 test.

SENIORITY:

Method of Computing Seniority: 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 below. Use the following chart to determine the credit for seniority in the permanent eligible title of Supervisor (Sanitation).

If Your Date of Permanent Appointment as a Supervisor (Sanitation) is:	<u>You Will Receive:</u>	If Your Date of Permanent Appointment as a Supervisor (Sanitation) is:	<u>You Will Receive:</u>
11/18/25 or after	not eligible	8/18/20 - 11/17/20	90.000 percent
8/18/25 - 11/17/25	70.000 percent	5/18/20 - 8/17/20	90.500 percent
5/18/25 - 8/17/25	71.000 percent	2/18/20 - 5/17/20	91.000 percent
2/18/25 - 5/17/25	72.000 percent	11/18/19 - 2/17/20	91.500 percent
11/18/24 - 2/17/25	73.000 percent	8/18/19 - 11/17/19	92.000 percent
8/18/24 - 11/17/24	74.000 percent	5/18/19 - 8/17/19	92.500 percent
5/18/24 - 8/17/24	75.000 percent	2/18/19 - 5/17/19	93.000 percent
2/18/24 - 5/17/24	76.000 percent	11/18/18 - 2/17/19	93.500 percent
11/18/23 - 2/17/24	77.000 percent	8/18/18 - 11/17/18	94.000 percent
8/18/23 - 11/17/23	78.000 percent	5/18/18 - 8/17/18	94.500 percent
5/18/23 - 8/17/23	79.000 percent	2/18/18 - 5/17/18	95.000 percent
2/18/23 - 5/17/23	80.000 percent	11/18/17 - 2/17/18	95.500 percent
11/18/22 - 2/17/23	81.000 percent	8/18/17 - 11/17/17	96.000 percent
8/18/22 - 11/17/22	82.000 percent	5/18/17 - 8/17/17	96.500 percent
5/18/22 - 8/17/22	83.000 percent	2/18/17 - 5/17/17	97.000 percent
2/18/22 - 5/17/22	84.000 percent	11/18/16 - 2/17/17	97.500 percent
11/18/21 - 2/17/22	85.000 percent	8/18/16 - 11/17/16	98.000 percent
8/18/21 - 11/17/21	86.000 percent	5/18/16 - 8/17/16	98.500 percent
5/18/21 - 8/17/21	87.000 percent	2/18/16 - 5/17/16	99.000 percent
2/18/21 - 5/17/21	88.000 percent	11/18/15 - 2/17/16	99.500 percent
11/18/20 - 2/17/21	89.000 percent	11/17/15 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 Supervisor (Sanitation) shall be given appropriate credit.

EFFECTS OF BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to take the exam, 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 those purposes.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted-no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, 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 are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: testingaccommodations@dcas.nyc.gov.

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 & Application 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 Self-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
- If you are unable to recall and/or no longer have access to the email address associated with your OASys account, please contact us via the following link: nyc.gov/CivilServiceNowNYC using the "Account Access, User ID, Password, or Registration Issue" subject or call (212) 669-1357 (Monday - Friday from 9 AM - 5 PM EST).

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 email 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

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 closed but 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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) 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:

Probationary Period: The probationary period for this position is one year.

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 to you on your OASys Dashboard, then Notifications. 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 & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70196; Sanitation Service.

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