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Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR PLASTERER
Exam No. 7539

WHEN TO APPLY:

From: September 2, 2026

To: September 22, 2026

APPLICATION FEE: \$101.00

Paying by credit, debit, or gift card incurs a nonrefundable 2.00% service fee.

The application fee may be waived for: New York City high school students, first-time test takers, veterans, unemployed individuals, and those receiving public assistance or supplementary security income.

THE TEST DATE: Multiple-choice testing is expected to begin on Wednesday, December 30, 2026.

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; taking 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 \$57.58 per hour, for a 40-hour 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. It is your responsibility to determine whether or not you meet the eligibility requirements for this examination before submitting your application. If it is determined before 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 at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York. However, pursuant to Civil Service Law § 52(10)(b), effective September 4, 2024, time served as a provisional appointee in an eligible title will be credited toward the one-year requirement to be promoted if after September 4, 2024, you received a permanent appointment to the eligible title immediately following the provisional appointment.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

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

The DCAS Computer-based Testing & Application Centers will be closed on Monday, September 7, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-special-circumstances-guide.pdf>

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at: <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

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. 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:

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

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. Example: A Supervisor Plasterer might use this ability to identify what materials will be necessary when visiting a job site.

Attention to Detail: being careful about detail and thorough in completing work tasks. Example: A Supervisor Plasterer might use this ability when spot checking work a plasterer has 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. Example: A Supervisor Plasterer might use this ability when mentoring Plasterers.

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. Example: A Supervisor Plasterer might use this ability when discussing an employee's personal issues that may be affecting work performance.

Conflict Resolution: the ability to negotiate with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. 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. Example: A Supervisor Plasterer might use this ability when promptly completing requested reports.

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. Example: A Supervisor Plasterer might use this ability when identifying what materials are on hand and which need to be ordered.

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 Plasterer might use this ability when supervising the areas where tools and equipment are stored.

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. Example: A Supervisor Plasterer might use this ability when supervising staff and delegating job assignments.

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 Plasterer might use this ability when reviewing jobs to ensure Plasterers completed them correctly.

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. Example: A Supervisor Plasterer might use this ability when returning to an unfinished job to complete the necessary work.

Persuading & Influencing Others: causing others to change or modify their opinions, views or behaviors using a variety of strategies. Example: A Supervisor Plasterer might use this ability when getting cooperation at job sites from the necessary parties to complete the required 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. Example: A Supervisor Plasterer might use this ability when determining what approach would best complete as many work orders as possible.

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. 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.

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

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

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

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

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

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:

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. The use of calculators are not permitted on this exam. 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.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. 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: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

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

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the eligibility requirements and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

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:

Selective Certification for Certification: If you have the certifications listed in one or more of the areas below, you may be considered for promotion to positions requiring these certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these certifications. If you wish to apply for Selective Certification, follow the onscreen instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification(s) will be checked by the promoting agency at the time of promotion.

- 1. **Selective Certification for USEPA Certification in Renovation, Repair, and Painting (RRP):** Possession of a United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP).
- 2. **Selective Certification for USEPA Certification in Lead-Based Paint Activities (ILB):** Possession of a United States Environmental Protection Agency (USEPA) Certification in Lead-Based Paint Activities (ILB) (Abatement).

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

Translation Notice:

This document is provided in English. Solely for convenience, Google Translate is offered to provide machine-generated translations to other languages. The New York City Department of Citywide Administrative Services (DCAS) makes no representations or warranties, express or implied, regarding the accuracy, completeness, or reliability of any machine-generated translation and shall not be liable for any errors or omissions arising from the use of such translations. In the event of any conflict or inconsistency between the translated version and the English version, the English version will control and prevail.

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