



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS CENTER  
18 WASHINGTON STREET  
NEW YORK, NY 10004

<b>REQUIRED FORMS</b>
APPLICATION FORM

MICHAEL R. BLOOMBERG  
Mayor

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Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE PARK SERVICE WORKER**

**Exam. No. 8520**

**WHEN TO APPLY:** From: **March 5, 2008**  
To: **March 25, 2008**

**APPLICATION FEE: \$40.00**  
Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

**THE TEST DATE:** The multiple-choice test is expected to be held on **June 14, 2008**.

**WHAT THE JOB INVOLVES:** Associate Park Service Workers, under direction, perform, or supervise the performance of work in many areas of park maintenance and operations, and operate vehicles and various other types of motorized equipment incidental to the performance of duties and/or operate heavy-duty motorized equipment on a full-time basis. All Associate Park Service Workers perform related work.

**Special Working Conditions:** Associate Park Service Workers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Associate Park Service Workers and environmental conditions experienced are: Lifting heavy objects, climbing in and out of heavy-duty motorized vehicles, standing and walking for extensive periods of time, bending and stooping, and working outdoors in all kinds 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 \$35,303 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Form" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of the Department of Parks and Recreation 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 Park Service Worker or is currently or has previously been employed as an annual, full-time employee in the labor class title of City Park Worker; and
- (2) is not otherwise ineligible.

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

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

You may be given the test before a review of your eligibility.

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.

**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. You must be permanently employed in the eligible competitive title for at least one year, or employed in the eligible labor class title for at least one year. Additionally, you must be permanently employed in the eligible competitive title, or employed in the eligible labor class title at the time of promotion. Time served prior to a break in service of more than one year will not be credited towards meeting these requirements.

**REQUIRED FORM:**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

**REQUIREMENT TO BE PROMOTED:**

**Driver License Requirement:** At the time of promotion, eligibles must possess a Class B Commercial Driver License (CDL) with no restrictions valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This Class B CDL valid in the State of New York must be maintained for the duration of your employment.

**Medical Requirement:** Medical guidelines have been established for the position of Associate Park Service Worker. You will be examined to determine whether you can perform essential functions of the position of Associate Park Service Worker. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and/or to perform the essential functions of the job.

**Drug Screening Requirement:** You must pass a drug screening in order to be promoted.

**THE TEST:** You will be given a written test. 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 written test to have your seniority credited. Your seniority score will be 70 plus ½ 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 or completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in labor 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 may include questions on motor vehicle operations and maintenance; parks operations and maintenance; gardening; supervision; report writing and forms completion; reading comprehension; number facility including addition, subtraction, multiplication and division; policies, procedures, rules and regulations of the New York City Department of Parks and Recreation; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

**ADDITIONAL INFORMATION:**

**Selective Certification for Possession of Class A Commercial Driver License valid in the State of New York:**

If you possess a Class A Commercial Driver License valid in the State of New York, you may be considered for appointment to positions requiring this license through a process known as Selective Certification. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examination - GEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**ADMISSION CARD:** You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you pass the written test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

**SPECIAL ARRANGEMENTS:**

**Late Filing:** Consult your agency's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You become eligible after the above application period but on or before the date of the written test.

**Special Test Accommodations:** If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, and are applying

- (1) **online**, follow the onscreen instructions, or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 81106; The Parks Operation and Maintenance Service

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