THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM

PROMOTION TO WARDEN (CORRECTION)

Exam No. 0525

AMENDED NOTICE - March 17, 2010

WHEN TO APPLY: From: March 17, 2010 To: March 30, 2010

APPLICATION FEE: $60.00
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 **Saturday, June 19, 2010.**

The Notice of Examination is amended to:

(1) change the date of the multiple-choice test from March 27, 2010 to June 19, 2010;
(2) reopen filing from March 17, 2010 to March 30, 2010; and
(3) amend the seniority chart, technical knowledge cut-off date, and dates for educational achievement and training courses accordingly.

Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: This is a class of positions which encompasses both managerial and non-managerial assignments. This class of positions encompasses responsible administrative or supervisory correctional work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment. There are various assignment levels within this class of positions. The following are typical assignments within this class of positions. Under direction, Wardens (Correction) Level I assist in the administration of a large correctional facility or command by serving as Tour Commander and/or Commanding Officer of an assigned Department of Correction field command; serve as the Executive Officer of a smaller facility or command; serve as Training Officer at the Correction Academy; serve in a command function over such activities at a central office unit or the Transportation Division; and perform related work.

(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 $90,673 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

1. **Online at the DCAS Website:** Go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application 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:** Fill out an "Application for Examination" form and return the completed form and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It 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 form that

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

pertain to you when you complete your Application for Examination.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Correction 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 Captain (Correction); 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 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 the application. If you are marked "Not Eligible," your application fee will not be refunded.

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 18 months. Time served prior to a break in service of more than one year will not be credited.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

REQUIREMENTS TO BE PROMOTED:

Investigation: To be promoted, you must present all the official documents and proof required to qualify.

Drug Testing: All eligibles for promotion to Warden (Correction) will be required to submit to a drug test. This one time drug test will occur prior to promotion. This drug test will be required in addition to any other drug testing conducted by the New York City Department of Correction.

EDUCATIONAL REQUIREMENT: If promoted, you will be required to possess, by the completion of the probationary period for Warden (Correction), 60 college credits from an accredited college or university, or an educational equivalent, as described below.

College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA). If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States.

All official documents and proof required to qualify (e.g., transcripts and/or foreign education credit evaluation) must be submitted directly by the college, university or evaluating service to the Personnel Division of the Department of Correction before the end of the probationary period. If you have previously submitted a transcript in connection with another Department of Correction promotional examination, you must resubmit a transcript, even if you have not earned any additional credits. Documents will not be accepted from individual candidates.

Any employee who graduated from the Correction Academy (Recruitment Training) will be deemed to have received college credits on the following basis and will not be required to submit a transcript to verify these credits:

Graduation Date:	**College Credits Earned:**
Before April 30, 1979	6 college credits
April 30, 1979 - August 31, 1995	13 college credits
September 1, 1995 - June 30, 1998	18 college credits
July 1, 1998 - Current	21 college credits

Also, any Captain (Correction) who has successfully completed the Captain's training course given at the Correction Academy since April 30, 1979 will be deemed to have earned an additional three (3) college credits.

Educational Equivalent: Each year of experience as a Captain (Correction) may be substituted for 1.76 college credits up to a maximum of 25 years or 44 college credits. Work experience as a Captain (Correction) will be prorated in three month increments only.

THE TEST: You will be given a multiple-choice test. You must achieve a score of at least 70% to pass this test. Your score on this test will determine 75% of your final score. Your seniority, awards, and educational achievement will determine the remaining 25%. Only passing candidates will be credited with seniority, awards, educational achievement and, if applicable, veteran's preference credit.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Warden (Correction) Level I. Task areas to be tested are as follows:

Oversees Facility Programs/Services and Inmate Movement: monitoring and follow-up of compliance with various consent decrees as they pertain to inmates, and operation of the facility.

Inspects, Searches and Patrols: monitoring and supervision of searches of the facility.

Oversees Staffing and Assignments: allocation of staff, change in staff assignments, and monitoring fitness for duty of Correction staff.

Responds to Conflicts, Emergencies and Other Unusual Situations: direction and supervision of staff in conflicts and other emergencies and follow-up procedures.

Trains, Guides and Counsels: supervision of subordinate work performance, the provision of training and counseling when needed to subordinates.

Communicates Information: notifications and communication of information to and from appropriate staff to facilitate efficient work performance.

Reviews and Prepares Forms, Logs and Reports: preparation and review of forms, logs and other reports.

The test may include questions which require mastery of technical knowledge based on such material as the Department of Correction Rules and Regulations; Minimum Standards for NYC Correctional Facilities; Policy and Procedures Directives; General Orders; Operational Orders; Consent Decrees; Mental Health Minimum Standards; Health Care Minimum Standards; Court Mandates; and Mayor's Executive Order No. 16 (1978) as amended, in effect up to and including May 1, 2010.

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

Written Communication: clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.

Management Control: establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Development of Subordinates: developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

Organizational Sensitivity: action that indicates an awareness of the impact and the implications of decisions on other components of the organization.

Sensitivity: actions that indicate a consideration for the feelings and needs of others.

Analysis: identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Technical Translation: demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

SENIORITY AND AWARDS:

Method of computing seniority: Use the following chart to determine the credit for seniority in the permanent eligible title of Captain.

If Your Date of Permanent Appointment as a Captain (Correction) is:	You Will Receive:	If Your Date of Permanent Appointment as a Captain (Correction) is:	You Will Receive:
6/20/10 or after	not eligible to take exam	3/20/05 - 6/19/05	80.000%
3/20/10 -6/19/10	70.000%	12/20/04 - 3/19/05	80.250%
12/20/09 - 3/19/10	70.500%	9/20/04 - 12/19/04	80.500%
9/20/09 - 12/19/09	71.000%	6/20/04 - 9/19/04	80.750%
6/20/09 - 9/19/09	71.500%	3/20/04 - 6/19/04	81.000%
3/20/09 - 6/19/09	72.000%	12/20/03 - 3/19/04	81.250%
12/20/08 - 3/19/09	72.500%	9/20/03 - 12/19/03	81.500%
9/20/08 - 12/19/08	73.000%	6/20/03 - 9/19/03	81.750%
6/20/08 - 9/19/08	73.500%	3/20/03 - 6/19/03	82.000%
3/20/07 - 6/19/08	74.000%	12/20/02 - 3/19/03	82.250%
12/20/07 - 3/19/08	74.500%	9/20/02 - 12/19/02	82.500%
9/20/07 - 12/19/07	75.000%	6/20/02 - 9/19/02	82.750%
6/20/07 - 9/19/07	75.500%	3/20/02 - 6/19/02	83.000%
3/20/09 - 6/19/07	76.000%	12/20/01 - 3/19/02	83.250%
12/20/06 -3/19/07	76.500%	9/20/01 - 12/19/01	83.500%
9/20/06 - 12/19/06	77.000%	6/20/01 - 9/19/01	83.750%
6/20/06 - 9/19/06	77.500%	3/20/01 - 6/19/01	84.000%
3/20/06 - 6/19/06	78.000%	12/20/00 - 3/19/01	84.250%
12/20/05 - 3/19/06	78.500%	9/20/00 - 12/19/00	84.500%
9/20/05 - 12/19/05	79.000%	6/20/00 - 9/19/00	84.750%
6/20/05 - 9/19/05	79.500%	6/19/00 or earlier	85.000%

No additional credit will be given for more than 10 years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has except as provided by Section 243 of the 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 Captain (Correction) shall be given appropriate credit.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

Awards: Use the following chart to determine the credit to be added for Department Honors and Attendance.

Honors

Departmental Medal of Honor . . . . . add 3.00 %
Honorable Mention . . . . . add 1.75 %
Exceptional Merit . . . . . add 1.50 %
Commendation . . . . . add 1.00 %
Meritorious Duty . . . . . add 1.00 %
Excellent Duty . . . . . add 1.00 %
Employee of the Month . . . . . add 1.00 %
Employee of the Year . . . . . add 1.00 %

Attendance

Perfect Attendance - each year (Maximum 5 years) . . . . . add 4.00 %
Good Attendance - 1 through 5 days of absence each year (Maximum 5 years) . . . . . add 1.00 %

Additional Credit for Educational Achievement *

Awarded JD/Ph.D. degree . . . . . add 3.00 %
Awarded Master's degree . . . . . add 2.75 %
Awarded Baccalaureate degree or 90-127 Credits Completed . . . . . add 2.50 %
Awarded Associate degree or 61-89 credits completed . . . . . add 1.50 %

Training Courses **

Training course(s) approved by the DOC resulting in a certificate of completion . . . . . add 0.15%

*Credit for educational achievement will be granted for the highest level achieved and will be granted for only one educational achievement level. Credit will be awarded for a degree awarded or courses completed from an accredited college or university.

**Credit will be awarded for successful completion of each training course, approved by the Correction Department, resulting in a certificate of completion in such areas as Sensitivity Training, Substance Abuse, CPR, First Aid, Supervision, Conflict Resolution, Report Writing or a closely related area. A maximum of 1.50% will be granted for training courses.

Terms and Conditions Governing Credit for Departmental Awards, Educational Achievement and Training Courses:

1. Credit for awards, educational achievement, and training courses is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he or she is subsequently promoted and passes probation. Credit for awards, educational achievement, and training courses will not be split between two promotion exams. If a candidate previously reached the maximum on seniority, awards, educational achievement and training courses for other promotion exams by using less than the full value of an award, the remainder of the value of the award will **not** be granted on this examination.

2. Credit for awards, educational achievement and training courses must be used by the candidate in the first successful examination following acquisition and recognition of the award.

3. Each award is creditable as of the date the notice of award is signed by the Commissioner of Correction.

4. Only awards received prior to the date of the Written Test will be counted.

5. Credit for educational achievement and training courses will be granted only for credits, degrees or courses completed by June 15, 2010. Employees must submit documentation supporting educational achievement and training courses no later than June 20, 2010 to the Personnel Division of the Department of Correction. Documentation submitted after June 20, 2010 will not be accepted. Appeals requesting credit for educational achievement and training courses for which documentation was submitted after June 20, 2010 will be denied.

6. The maximum credit attainable on awards, seniority, educational achievement, and training courses is 100%. Seniority, awards, educational achievement, training courses, and veteran's preference credits will be awarded only to those candidates who pass the multiple-choice test.

EFFECTS OF A 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.

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 multiple-choice 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.

ADDITIONAL INFORMATION:

Selective Certification: The eligible list resulting from this examination may be selectively certified to fill vacancies designated for males or females only based on a bona fide occupational qualification. When the eligible list is not selectively certified as stated herein, appointments will be made without regard to gender.

Probationary Period: As part of the probationary period, probationers will be required to successfully complete a prescribed training course. The probationary period for Wardens (Correction) promoted as a result of this examination will be one (1) year. However, the probationary period may be extended for an additional six (6) months if the educational requirement has not been met, or for other reasons.

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 test.

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.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 70488; Correction Service.

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