



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

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| <b>REQUIRED FORMS</b>                                      |
| APPLICATION FORM<br>EDUCATION AND EXPERIENCE<br>TEST PAPER |

MICHAEL R. BLOOMBERG  
Mayor  
  
EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR II (SOCIAL SERVICES)**

**Exam No. 1520**

**Amended Notice (April 27, 2011)**

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| <p><b>WHEN TO APPLY:</b> From: April 6, 2011<br/>To: May 31, 2011</p> | <p><b>APPLICATION FEE: \$68.00</b><br/>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p> |
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**The Notice of Examination is amended to extend filing through May 31, 2011.**

**WHAT THE JOB INVOLVES:** Supervisors II (Social Services), under direction, oversee the work of a number of social service units providing services to clients/patients, such as recipients of public assistance, food stamps and/or medical assistance, adults receiving or needing institutional care or protective services, and homeless adults/families; or coordinate the work of a number of staff units involved in operations auxiliary to such a program; or may effectuate, monitor or evaluate service delivery programs. All Supervisors II (Social Services) perform related work.

**Special Working Conditions:** Supervisors II (Social Services) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$50,702 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 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
2. **By Mail:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

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.

**Special Circumstances Form:** This form is included in the application package and located online at the above DCAS website. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

**ELIGIBILITY TO TAKE EXAMINATION:** This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the last day of the application period:**

- (1) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Supervisor I (Social Services); 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.)

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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**.

**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.

Section **424-a** of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities has been the subject of a child abuse and maltreatment report. The agency has the discretion to assign a candidate who has been the subject of a child abuse and maltreatment report to a position with no child-care responsibilities.

**REQUIRED FORMS:**

1. **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.
2. **Education and Experience Test Paper:** Fill out **Sections B and D (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.

**THE TEST:** You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

**Additional Credit:**

For satisfactory full-time experience supervising or overseeing the work of **2 or more** social service units, including at least one supervisor, which provide casework services, you will receive

10 points for at least 1 year but less than 5 years of supervisory experience; or

20 points for at least 5 years but less than 10 years of supervisory experience; or

30 points for 10 or more years of supervisory experience.

For satisfactory full-time experience supervising or overseeing the work of a social service unit which provides casework services, you will receive

5 points for at least 1 year but less than 5 years of supervisory experience; or

10 points for at least 5 years but less than 10 years of supervisory experience; or

15 points for 10 or more years of supervisory experience.

When you are filling out your Education and Experience Test Paper, for each employment you must indicate the number of employees that you directly and indirectly supervised and their respective titles. If you do not fill in these boxes, you will not receive credit for the experience.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category.

Experience must be obtained by **the last day of the Application Period**.

**THE TEST RESULTS:** If you pass the experience 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 for Foreign Language and/or American Sign Language:** If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.

**Selective Certification for Adult Protective Services:** If you have (a) three years of casework experience with the elderly, and/or the psychiatric or chemically dependent adult population, *or* (b) 24 semester credits in gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing or cultural anthropology (with at least 12 of these credits in one discipline) and two years of casework experience with the elderly, and/or the psychiatric or chemically dependent adult population, you may be considered for promotion to positions requiring this education and experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this education and experience. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. Your education and experience will be checked by the appointing agency at the time of promotion.

These requirements may be met at any time during the duration of the list. If you meet either or both of the Selective Certification requirement(s) at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - 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.

**Application Receipt:** If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 52312; Social Service Occupational Group.

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