



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE SUPERVISOR OF SCHOOL SECURITY
Exam No. 3512

WHEN TO APPLY: From: March 6, 2013
 To: March 26, 2013

APPLICATION FEE: \$68.00
 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 15, 2013.**

WHAT THE JOB INVOLVES: Associate Supervisors of School Security, under general supervision, with latitude for the exercise of independent initiative and judgment, assist in the overall supervision of school security operations within an assigned major geographical area. They investigate alleged misconduct within the borough command and serve as an integrity control officer, assist a borough commander in planning, directing and supervising school security operations; monitor, review and report on security operations; supervise a special unit, such as a citywide task force; meet regularly with school officials and community leaders to interpret and explain school security programs, respond to questions, and participate in discussions of school security issues; maintain liaison and attend high level meetings with other agencies, such as the Department of Education, District Attorney Offices and the Mayor's Office on school security matters; monitor the performance and attendance of school security staff; recommend administrative steps to improve attendance and performance; supervise and may perform administrative clerical support functions performed in a borough office; oversee the distribution, safeguarding and maintenance of communication equipment; identify training needs of school security staff and assist in the planning, coordinating, administering and evaluating of training programs; perform the duties of the supervisor in that person's temporary absence; may incidentally perform the duties of subordinate personnel; operate a motor vehicle; 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 salary for employees promoted to Associate Supervisor of School Security is \$59,836 for a 37.5 hour work week. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

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

Manhattan
 2 Lafayette Street
 17th Floor
 New York, NY 10007

Brooklyn
 210 Joralemon Street
 4th Floor
 Brooklyn, NY 11201

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of The New York City Police Department 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 Supervisor of School Security; 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 your application. If you are marked "Not Eligible," 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 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. Time served prior to a break in service of more than one year will not be credited.

REQUIREMENTS TO BE PROMOTED:

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

Special Patrolman Designation Requirement: At the time you are promoted to this position, you must meet the qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of title 38 of the Rules of the City of New York).

You must maintain the above qualifications for the duration of your employment. (Please note that the Special Patrolman Designation requires you to maintain your New York City Residency.)

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission Notice. You must receive a score of at least 70% 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 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. 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 abilities and technical knowledge determined to be important to the performance of the tasks of an Associate Supervisor of School Security. Task categories to be tested are as follows: General Administrative Duties; Supervisory Duties; and Forms/Reports.

The test may include questions that require mastery of technical knowledge based on such materials as: Time and Leave; Code of Conduct/Disciplinary Actions; Uniforms/ Equipment Regulations; Radio Transmission/Codes; Equal Employment Opportunity (EEO) Guidelines; Procedure for Counseling/Referral for Staff Substance Abuse/Personal Problems; Procedures for Training/Counseling for Staff Job Performance Problems; Chancellors' Regulations; New York City Police Department Civilian Handbook and Addendum to Civilian Handbook; Penal Law of the State of New York; Criminal Procedure Law of the State of New York; New York City Police Department Patrol Guide; New York City Police Department Interim Orders; New York City Police Department Administrative Guide; Department of Education School Safety Plan; Memos (49's) in Response to Headquarters; Scanning Protocol Guide; Indexes (COMPSTAT Process and Data); Significant Incident Reports (Serious Assaults, Felonies, Rapes, etc); Supervisory (SSS)Tasks and Standards; Q.A.D. (Quality Assurance Division) Self Inspection Guidelines; FINEST Messages; New York State Vehicle and Traffic Laws; and Mayor's Executive Order No. 16 of 1978, as amended.

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

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.

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 alternate courses of action and making decisions 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.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

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

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.

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.

Risk Taking: Taking or initiating a calculated action in order to achieve a recognized benefit or advantage.

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 refunded.

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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice 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 notice.

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.

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 multiple-choice 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.

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 apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60821; School Security Occupational Group

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