



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

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
(IF APPLICABLE)
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

**PROMOTION TO SUPERVISOR I (SOCIAL WORK)
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)
Exam. No. 8571**

WHEN TO APPLY: From: October 1, 2008
To: October 21, 2008

APPLICATION FEE: \$45.00
Payable by money order to D.C.A.S.
(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, January 31, 2009.**

WHAT THE JOB INVOLVES: Supervisors I (Social Work), under supervision, supervise a group of Social Workers involved in the provision of psychosocial services to client groups at risk, such as aged, disabled, or handicapped adults, minor and dependent children, victims of domestic violence, multi-problem families and the homeless or unemployed or underemployed, and/or may also supervise staff involved in these tasks in such settings as social service centers, public housing, prisons, health care facilities, and shelters. Supervisors I (Social Work) may also ensure compliance with accepted social work practices and principles and operational adherence to government rules and regulations through a review of clinical case data, and develop treatment plans, evaluate clients' progress, develop discharge and aftercare plans and recommend alternative action or treatment; all Supervisors I (Social Work) perform related work.

Supervisors I (Social Work) 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 for Supervisor I (Social Work) is \$44,314 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, 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 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 Forms" section below for the form(s) that you must fill out. Return all completed form(s) 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.

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 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 Social 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.)

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 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.

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.

License Requirement: You will be required to have a valid Licensed Master Social Worker (LMSW) or Licensed Clinical Social Worker (LCSW) license issued by the New York State Department of Education within one year of the date of promotion. This license must be presented to the appointing officer at the time of promotion or, if it is obtained after promotion, at the time it is received. This license must be maintained for the duration of your employment.

If you fail to obtain your LMSW or LCSW license within one year of the date of promotion, your probationary period will be automatically extended for six months. If you fail to obtain the required license by the end of 18 months of service, you will be terminated.

REQUIRED FORM(S):

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 (For Selective Certification for Adult Protective Services (APS) only):** Fill out sections **A.1, A.4, A.5, A.6, B, and D**. 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 boxes provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the qualification requirements for Selective Certification for Adult Protective Services (APS). See the "ADDITIONAL INFORMATION" section of this Notice of Examination):** 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. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (including a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination, **only** if you are interested in being considered for selective certification for Adult Protective Services (APS) and you meet the qualification requirements for **Selective Certification for Adult Protective Services (APS) only** by having completed the specified college credits.

THE TEST: You will be given a multiple-choice 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 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 may include questions on planning, prioritizing, monitoring, and reviewing the work of staff; staff training and development; problem solving and decision making; interpersonal skills; preparation and interpretation of written material; knowledge and interpretation of agency rules, regulations and procedures, and State and Federal Social Service laws, guidelines, and programs; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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:

Promotion Information: 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 is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide central register of child abuse and maltreatment. Candidates who have been the subject of such a report will not be assigned to any position which requires child-care responsibilities.

Selective Certification for Foreign Language: If you can speak a foreign 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 given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

Selective Certification to Fill Certain Positions in Adult Protective Services (APS): If you meet the requirements listed below, you may be considered for promotion to positions in Adult Protective Services

requiring this education and experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for such positions requiring this experience.

Requirements:

1. 24 semester credits in one or a combination of the following fields: 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 one year of casework experience with the elderly, and/or the psychiatric or chemically dependent adult population; *or*
2. Two years of casework experience with the elderly, and/or the psychiatric or chemically dependent adult population.

In order to be evaluated, candidates must fill out sections A.1, A.4, A.5, A.6, B, and D of their Education and Experience Test paper. Candidates who do not fill out sections A.1, A.4, A.5, A.6, B, and D will not be considered for this selective certification.

If you will meet either Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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.

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 you 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.

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 Center Street, 14th Floor NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52631; Social Service Occupational Group

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