



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 pertain to you when you complete your "Application for Examination."

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

## HOW TO QUALIFY:

**Education and Experience Requirements:** By the last day of the Application Period you must have:

Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

**Residency:** City residency is not required for this position.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City University of New York.

## REQUIRED FORMS:

- 1. Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
- 2. Education and Experience Test Paper:** Fill out Section B. 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 online, follow the online instructions. 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.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Card. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test may include questions on monitoring inventory, performing general inspections, developing and implementing storage methods, enforcing storage security procedures, stock activities such as Receiving, Order Picking, Assembly and Packing, Issuing and Shipping; standards of proper employee ethical conduct, and other related areas.

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

**Deductive Reasoning** - Applying general rules to specific problems to come up with logical answers. For Supervisors of Stock Workers (CUNY), this includes accurately collecting, organizing, maintaining, updating, retrieving and reporting information.

**Monitoring and Time Management** - Monitoring/assessing the performance of others to make improvements or take corrective action; overseeing the quality of performance; managing one's own time and the time of others in order to promote effective use of work hours.

**Number Facility** - The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be in steps in other operations like finding percentages.

**Planning and Organizing** - Determining appropriate assignments and allocation of resources.

**Problem Sensitivity** - Identifying when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem.

**Written Comprehension** - Understanding and interpreting the information and ideas presented in written sentences and paragraphs.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**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 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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on a CUNY 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 appointment when your name is reached on the eligible list. Promotional unit lists are established for each college as necessary and are used before the open competitive list, subject to CUNY's Personnel Rules and Regulations.

**ADDITIONAL INFORMATION:**

**List Termination:** The eligible list resulting from this examination will expire one year from the date it is established, unless extended by the CUNY Vice Chancellor for Human Resources Management.

**Promotion Test:** A promotion examination for this title is being held for eligible City University employees. The names appearing on the promotion list will be considered first in filling vacancies.

This examination is for positions with The City University of New York (CUNY) only. If you would like to apply for Supervisor of Stock Workers in City agencies you must submit a separate application and fee for Exam. No. 3041 from September 5, 2012 through September 25, 2012. If you would like to apply for Supervisor of Stock Workers in HHC you must submit a separate application and fee for Exam No. 3042 from September 5, 2012 through September 25, 2012.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.

The City University of New York is an Equal Opportunity Employer/Affirmative Action/Immigration and Control Act/  
Americans with Disabilities Act Employer

Title Code No. 12202; Stores Occupational Group

CUNY's lists may be viewed online at [www.cuny.edu](http://www.cuny.edu)  
For questions regarding CUNY lists, please email: [Classified.Centex@mail.cuny.edu](mailto:Classified.Centex@mail.cuny.edu)