PROMOTION TO SUPERVISING PROBATION OFFICER
Exam No.  5540
Amended Notice - March 11, 2015

WHEN TO APPLY:  From:  February 4, 2015
To:  February 24, 2015
APPLICATION FEE:  $68.00
If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount.  This fee is nonrefundable.

THE TEST DATE:  The multiple-choice testing is expected to be held on Saturday, May 30, 2015.

The Notice of Examination is amended to add the Written Test Description.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:  Supervising Probation Officers, under general supervision, with latitude for independent or unreviewed action or decision, plan, assign, and supervise the work of a unit of Probation Officers who are responsible for performing intake work or work with family problems, or generate legal and psycho-social summaries for Pre-Pleading or Pre-Sentence Investigations and Investigation and Report (I and R) documents, or provide diversion treatment interventions, supervision and monitoring services for probationers/respondents and/or obtain community resources to address client needs.  They may perform independent, specialized and responsible staff work and 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 $54,030 per annum.  This rate is subject to change.

HOW TO APPLY:  If you believe you are eligible to take this examination, 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 information.  A unique and valid email address is required to file online.  Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses.  All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information.  Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved.  Email notification will be sent to those creating accounts that require additional documentation before they can be resolved.  Please keep this information and the application period deadline in mind when creating your account.

Special Circumstances Guide:  This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers.  This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
In order to be eligible for promotion, you must have completed your
ELIGIBILITY TO BE PROMOTED
THE TEST
Certain questions may need to be answered on the basis of documents or other information supplied to candidates
Critical incident reports.
The intended audience will understand. Example: A Supervising Probation Officer may use this ability when writing
Written Expression
Officers that are in the field.
Officer may use this ability when assigning Probation Officers to cover interviewing/cases for other Probation
Management of Personnel Resources
problems; involves the identification of problems, not implementation of solutions. Example: A Supervising
Analytical Thinking
Probation Officer may use this ability when creating an Individual Achievement Plan (IAP).
Judgment & Decision-Making
The test may include questions which may require the use of any of the following abilities:
Analytical Thinking: Analyzing information and using logic to address specific work-related issues and
problems; involves the identification of problems, not implementation of solutions. Example: A Supervising
Probation Officer may use this ability when creating an Individual Achievement Plan (IAP).
Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits
of potential solutions to problems and choosing the most appropriate one; implementing a course of action
determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making
are typically applied over a shorter time frame. Example: A Supervising Probation Officer may use this ability
when to determine whether or not to proceed with violations.
Management of Personnel Resources: Motivating, developing and directing people as they work, identifying
the best people for the job; managing employees needed to accomplish tasks. Example: A Supervising Probation
Officer may use this ability when assigning Probation Officers to cover interviewing/cases for other Probation
Officers that are in the field.
Written Expression: Appropriately communicating information and ideas in written words and sentences so
intended audience will understand. Example: A Supervising Probation Officer may use this ability when writing
critical incident reports.
Certain questions may need to be answered on the basis of documents or other information supplied to candidates
on the date of the multiple-choice test.
Warning: 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. Calculators with functions other than addition, subtraction, multiplication and
division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data
recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the
building at any time before, during or after the test, you may not receive your test results, your test score may
be nullified, and your application fee will not be refunded.
You may not have any other person, including children, present with you while you are being processed for or
taking the test, and no one may wait for you inside of the test site while you are taking the test.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City
Department of Probation 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 Probation Officer; 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 it is determined prior to the test date
that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the
multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded.
If it is determined after the test date that you are not eligible to participate in this examination, 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.

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. 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 is designed to assess the extent to which candidates have certain abilities and
knowledge technical determined to be important to the performance of the tasks of a Supervising Probation Officer. Task
categories to be tested may include questions on: Case Management, Consultation, Evaluation and Review;
Supervision, Monitoring, Feedback and Evaluation of Probation Officers; Scheduling and Assigning Work;
Training and Evaluating Training Needs; Administrative Duties; Court Activities; Field Activities; and
Interpersonal Duties.
The test may include questions which require mastery of technical knowledge based on such materials as:
Executive Policies and Procedures and Directives (EPAPs); Penal Law; Criminal Procedure Law; Vehicle
Traffic Law; Field Safety Law; Time and Leave Manual; Code of Conduct; Violation of Probation Manual;
Article 35: Reporting Child Abuse Guidelines and Mayor’s Executive Order No. 16 of 1978, in effect up to and
including April 1, 2015.
The test may include questions which may require the use of any of the following abilities:
Analytical Thinking: Analyzing information and using logic to address specific work-related issues and
problems; involves the identification of problems, not implementation of solutions. Example: A Supervising
Probation Officer may use this ability when creating an Individual Achievement Plan (IAP).
Judgment & Decision-Making: Reviewing information to develop and evaluate the relative costs and benefits
of potential solutions to problems and choosing the most appropriate one; implementing a course of action
determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making
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Officers that are in the field.
Written Expression: Appropriately communicating information and ideas in written words and sentences so
intended audience will understand. Example: A Supervising Probation Officer may use this ability when writing
critical incident reports.

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.”
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 DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51860; Probation Occupational Group.

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