BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

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

NOTICE OF EXAMINATION

REQUIRED INFORMATION
APPLICATION

PROMOTION TO SUPERVISOR CARPENTER (HHC)
Exam No. 5543
(For The New York City Health and Hospitals Corporation Only)

WHEN TO APPLY: **From: February 4, 2015**
To: February 24, 2015

APPLICATION FEE: $91.00

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 test is expected to be held on **Saturday, May 16, 2015.**

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

WHAT THE JOB INVOLVES: Supervisor Carpenters (HHC), under general direction, supervise, direct and are responsible for the work of Carpenters and other assigned employees. They assign and lay out jobs for Carpenters and closely allied workers; supervise, direct and inspect the work of Carpenters relating to the installation and/or replacement of flooring, doors, building hardware, trim, window frames, sashes, partition, etc.; estimate job requirements from plans and specifications and/or field surveys; requisition materials and equipment; supervise, direct and are responsible for the proper operation of the departmental carpentry shop(s); when required, lay out and supervise the heavy and rough carpentry work in construction, maintenance, and repair of shoring, bulkheads, scaffolds, dock facilities, construction sheds, promenades, etc.; keep records and prepare reports; and may operate a motor vehicle. All Supervisor Carpenters (HHC) perform related work.

Some of the physical activities performed by Supervisor Carpenters (HHC) and environmental conditions experienced are: carrying cartons of materials and tools weighing up to 40 pounds; climbing up and down stairs and climbing ladders; working in areas where there is dust from deteriorating walls.

Special Working Conditions: Supervisor Carpenters (HHC) 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 $44.71 per hour for a 35-hour work week. 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.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 7, 2015, Monday, February 9, 2015, and Monday, February 16, 2015.

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 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."

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Health and Hospitals Corporation 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 Carpenter (HHC); 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 Regulation 4 of HHC's Personnel Rules and Regulations and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your facility'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.

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 the Health and Hospitals Corporation 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 knowledge and abilities determined to be important to the performance of the tasks of a Supervisor Carpenter (HHC). Task areas are as follows:

Conducting meetings with subordinates to review work progress; generating work orders using computer software system; visiting work place to collect the data to prepare estimates for potential work; drawing/sketching/listing details for specifications; reviewing work order for required repairs; assigning work to carpenters; checking progress of work; inspecting shops to make sure they are safe and clean; erecting scaffolds, ramps, platforms and structures; contacting and resolving problems with vendors/tenants/employees; preparing documents and or ordering materials needed for jobs; writing and generating weekly/quarterly reports; reviewing and approving time, vacation and leaves; attending meetings and providing input on job assessment; using laser and other tools to layout work; making proposals for alternative work solutions; coordinating work with other trade personnel; building ramps, staircases, and partitions using hand and power tools; installing building hardware; fixing and installing doors, windows, walls, ceilings, cabinetry, floors, etc.

The test will include questions which may require the technical knowledge on safety practices and procedures applicable to the carpentry trade; techniques and materials used in the carpentry trade; project management; tools and equipment used in the carpentry trade; budgeting, estimation and job-related calculations; reading/interpreting blueprints and/ or sketches; applicable building codes; departmental policies and procedures; 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:

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 Supervisor Carpenter (HHC) inspects a job completed and pinpoints errors in the work.

Judgement and 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, Judgement and Decision-Making are typically applied over a shorter time frame. Example: A Supervisor Carpenter (HHC) addresses problems with contractors.

Planning and Organizing: Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: A Supervisor Carpenter (HHC) plans and then assigns work to subordinates/personnel.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities and

materials needed to do certain work; managing the things needed for work to be accomplished. Example: A Supervisor Carpenter (HHC) assesses how much material is needed to install partitions.

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 Supervisor Carpenter (HHC) assigns appropriate number of Carpenters to complete a construction project on time.

Written Comprehension: Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. Example: A Supervisor Carpenter (HHC) reads and understands work orders.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: A Supervisor Carpenter (HHC) writes reports free of grammatical errors.

Updating and Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job. Example: A Supervisor Carpenter (HHC) keeps up-to-date with new construction techniques, tools and equipment.

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.

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.

Required Identification: **You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site.** The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: 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 Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007 to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on a HHC 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 HHC eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the NYC Health and Hospitals Corporation.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your facility'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(s) for any of the following reasons:

(1) compulsory attendance before a public body;
(2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of HHC;
(3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of HHC;
(4) absence due to ordered military duty;
(5) a clear error for which NYC Health and Hospitals Corporation or the examining agency is responsible; or
(6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.