



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING SPECIAL OFFICER (HEALTH + HOSPITALS)

Exam No. 8520

(For NYC Health + Hospitals Only)

WHEN TO APPLY: From: January 3, 2018

APPLICATION FEE: \$68.00

To: January 23, 2018

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: Multiple-choice testing is expected to begin on **Tuesday, May 1, 2018.**

YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Supervising Special Officers (NYC Health + Hospitals), under general supervision, direct a unit of security personnel on a specific tour of duty in an assigned area. They supervise and evaluate work performance of subordinates, which may include contract guards; prepare, complete and/or review records, logs, and reports regarding patrols, demonstrations, arrests and other incidents relating to safety and security; interpret and enforce policy directives from higher authorities; counsel, train, and correct subordinates; plan and coordinate assignments of staff and equipment; respond to emergency situations; conduct roll call; inspect officers, posts, and assigned work areas; may work in a secure detention facility; may appear in court and/or assist other law enforcement agencies on assault or arrest cases, as needed; and may operate a motor vehicle while performing patrol duties. All Supervising Special Officers (NYC Health + Hospitals) perform related work.

Special Working Conditions:

Supervising Special Officers (NYC Health + Hospitals) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervising Special Officers (NYC Health + Hospitals) and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; carrying an injured adult with assistance; gripping persons to prevent escape; restraining a suspect by use of handcuffs; detecting odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; and carrying or wearing heavy equipment.

(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 \$46,012 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will be made to Assignment Level I. After appointment, employees may be assigned to a higher assignment level at the discretion of the agency.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the NYC Health + Hospitals who **on the first 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 Special Officer (NYC Health + Hospitals); and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees 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 NYC Health + Hospitals' Personnel Rules and Regulations and who meet all other eligibility requirements.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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.

Assignment of Duties: Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection of People with Special Needs Act: Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

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 two (2) business days 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17th Floor	4th Floor	5th Floor	3rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, January 13, 2018 and Monday, January 15, 2018.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

REQUIREMENT(S) TO BE PROMOTED:

Peace Officer Training Requirement: Valid New York State Peace Officer certification is required for promotion. This certification must be maintained for the duration of your employment.

Drug Screening Requirement: You must pass a drug screening in order to be promoted.

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

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 Supervising Special Officer.

You will be given a multiple-choice test at a computer terminal or a paper and pencil test. You will be informed of the format on your Admission Notice. You must achieve 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 1/2 point for each three months of completed, permanent, continuous service with the New York City Health + Hospitals 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 the following areas: coordinating, scheduling, and prioritizing subordinates' work assignments; monitoring, evaluating, and correcting subordinates' performance; ensuring that subordinates comply with current safety and security procedures; completing and reviewing routine and administrative paperwork including forms, reports and logs; overseeing training; applying given general rules to particular situations; analyzing situations and deciding upon effective solutions; responding to emergency situations; communicating through written correspondence; interacting with subordinates, superiors, and the general public; conducting roll call; inspecting officers, posts, and assigned work areas; and appearing in court and/or assisting other law enforcement agencies on assault or arrest cases.

The multiple-choice test may also test for knowledge of New York State Penal Law, Criminal Procedure Law, Universal "C" Summonses, Fourth Amendment Search and Seizure Policies, in effect up to and including April 1, 2018, standards of proper employee ethical conduct, and other related areas.

The test will 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. A Supervising Special Officer (New York City Health + Hospitals) might use this ability to identify causes of crime trends, or to evaluate the effectiveness of various programs.

Judgment 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; typically applied over a short time frame. A Supervising Special Officer (New York City Health + Hospitals) might use this ability to decide which problems should be given greatest priority and commitment of resources.

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. A Supervising Special Officer (New York City Health + Hospitals) might use this ability when planning coverage for a special event.

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. A Supervising Special Officer (New York City Health + Hospitals) might use this ability when designing feedback systems to make sure that assigned work was actually completed by subordinates.

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. A Supervising Special Officer (New York City Health + Hospitals) might use this ability when assigning research, writing, statistical work, or investigations to appropriate subordinates.

Monitoring- Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. A Supervising Special Officer (New York City Health + Hospitals) might use this ability to decide which problems should be given greatest priority and commitment of resources.

Written Comprehension- Understanding the information and ideas presented in written sentences and paragraphs in work-related documents. A Supervising Special Officer (New York City Health + Hospitals) might use this ability to review narrative reports.

Written Expression- Appropriately communicating information and ideas in written words and sentences the intended audience will understand. A Supervising Special Officer (New York City Health + Hospitals) might use this ability when preparing reports to management.

Coaching and Mentoring- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge and skills. A Supervising Special Officer (New York City Health + Hospitals) might use this ability to act as an exemplary role model, embodying and expecting the highest professional standards.

Teamwork- Developing a mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. A Supervising Special Officer (New York City Health + Hospitals) might use this ability when planning coverage for a special event.

Integrity- Acting in an honest and ethical manner. A Supervising Special Officer (New York City Health + Hospitals) might use this ability to function effectively as a leader, being neither too informal, nor too distant, and conveying a sense of professionalism and fairness.

Updating and Using Relevant Knowledge- Keeping up-to-date technically and applying new knowledge to the job. A Supervising Special Officer (New York City Health + Hospitals) might use this ability when dealing with radio messages and verbal and written communications that use special terminology.

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.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, smart watches, 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, your prohibited device(s) may be confiscated, and your application fee will not be refunded. You may not have any other people, 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, City or State issued identification card, US Government

issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, IDNYC 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.

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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on the eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for promotion. If you meet all requirements and conditions, you will be considered for promotion if your name is reached on the eligible list. To learn more about the civil service system go to: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

SPECIAL ARRANGEMENTS:

Late Filing:

Consult **your 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 on which testing is expected to begin.

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 the City;
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 the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services 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 Administration, Customer, and Exam Support 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.

ADDITIONAL INFORMATION:

Selective Certification For Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your Driver License will be checked by the appointing agency at the time of promotion. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

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 on the day of the multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

List Termination:

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

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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Applications Centers.

The NYC Health+Hospitals is an Equal Opportunity Employer.
Title Code No. 708170; NYC Health + Hospitals Plan of Titles.

**For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas**