



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO GENERAL SUPERINTENDENT (SANITATION)

Exam No. 9538

WHEN TO APPLY: From: February 6, 2019

APPLICATION FEE: \$101.00

To: February 26, 2019

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 11, 2019.**

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

WHAT THE JOB INVOLVES:

This is a class of positions which encompass both managerial and non-managerial assignments. This class of positions encompasses responsible administrative or supervisory work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment. There are various assignment levels within this class of positions. At Level I, under general direction, General Superintendents (Sanitation) supervise a Sanitation District in the Bureau of Cleaning and Collection or in the Bureau of Solid Waste Management; may be detailed to an administrative assignment or to act in a higher level assignment; and perform related work such as the export of municipal waste to private vendors. They supervise assigned personnel; direct Sanitation functions, such as cleaning operations, collection operations, waste disposal, snow removal and other activities; perform administrative duties and special duties or assignments, as directed by and at the discretion of the Commissioner of Sanitation, such as serving as a Borough Operations Superintendent, or in a similar function; may attend meetings with community groups and public organizations; operate a motor vehicle; and perform related work.

Special Working Conditions:

General Superintendents (Sanitation) will be required to work various 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 \$104,629 per annum. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the New York City Department of Sanitation 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 Supervisor (Sanitation); 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 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 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 two years.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIREMENT(S) TO BE PROMOTED:

Education Requirement: You must possess a four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization at the time of promotion.

Driver License Requirement: At the time of promotion, you must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify. This license must be maintained for the duration of your employment.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instruction to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/FAQ>

You may come to the DCAS Computer-based Testing & Applications Centers to apply 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:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 16, 2019 and Monday, February 18, 2019.

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."

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 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.

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 General Superintendent (Sanitation).

Task areas to be tested may include the following:

Assigns Personnel: These tasks involve assigning personnel to work activities and making adjustments in assignments as situations arise during a shift.

Monitors and Inspects Subordinates: These tasks involve monitoring and inspection of subordinates to see if they are performing their duties in an acceptable manner.

Trains, Evaluates, Commends and Corrects Subordinates: These tasks involve on-the-job training and formally evaluating subordinates, as well as commending and correcting their work performance.

Reviews and Enters Information onto Reports, Forms and Logs: These tasks involve the review and/or entering of information onto computer or paper reports, forms and logs. Forms and reports may be a variety of types.

Makes Required Notifications and Communicates Information: These tasks involve making required notifications, and informally communicating information to peers and superiors, other agencies and the public.

Performs Field Duties and Responsibilities: These tasks involve observing district conditions or responding to incidents that do not involve direct supervision of subordinates, attending Community Board meetings, answering questions, making referrals and otherwise interacting with community groups and members of the public.

Requisitions, Maintains and Secures Equipment and Supplies: These tasks involve overseeing the repair, maintenance and security of Sanitation property and equipment, such as radios, collection trucks and passenger vehicles based on reports by subordinates and own observation.

The test may include questions on materials including **the New York City Department of Sanitation Policies and Administrative Procedures, Executive Orders, General Orders; Operations Orders; Department Messages; 311 Service Requests; Work Place Violence Prevention; Code of Conduct; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related materials, in effect up to and including December 3, 2018.**

Questions may address the following areas: Attendance (Absence, Lateness, Sick Leave, FMLA, Jury Duty, Death in Family (DIF), Cancer Screening, etc.) Policies; Military Leave Procedures; CityTime Procedures/Payroll Procedures; Uniform Regulations/Personal Appearance Standards; Substance Abuse Policies; Corruption and Conflict of Interest Policies; Trade Waste Procedures; Code of Conduct; Random Job Performance Evaluation Procedures; Annual/Quarterly Performance Evaluation Procedures; Disciplinary Procedures; Sexual Harassment and EEO Policies; Safety Rules and Regulations; Vehicle Collision and Incident Reporting Procedures; Work Assignments; Contractual Provisions; Computer Use Procedures; Personnel Computer Operations Relating to the Sanitation Control Analysis Network (SCAN) and Sanitation Management Analysis and Resource Tracking (SMART) Operations Board and all SMART related applications; Recycling & E-Waste Procedures; Cleaning Operations Procedures; Collection Operations Procedures, Organics; Solid Waste Export and/or Waste Disposal Procedures; Snow Removal Operations; Hazardous Waste Procedures; Infectious Waste Procedures; Equipment Capabilities; Departmental Radio Procedures; Emergency Response Procedures; GPS/AVL Applications and Equipment; Bladerunner Application; Equipment Housing Procedures; Job Training Participants (JTP)/ Alternative Service Workers (ASW) Procedures; Work Place Violence (WPV) Procedures; Roll Call Procedures.

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, and implementation of solutions. Example: A General Superintendent may use this ability when neighborhood scorecard cleanliness ratings decline below acceptably clean standards and improvements to the ratings are necessary for the following month.

Quantitative Analysis and Interpretation: Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. Example: A General Superintendent may use this ability when referring to past reports from previous holiday weeks in order to develop a post-holiday household refuse collection plan and equipment needs for an upcoming holiday week.

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. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. Example: A General Superintendent may use this ability when reallocating resources when equipment is not operational.

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 General Superintendent may use this ability when preparing for Special Events (i.e. parades).

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 General Superintendent may use this ability when determining placement of baskets.

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 General Superintendent may use this ability when training new supervisors.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Example: A General Superintendent may use this ability when conducting field visits to monitor personnel.

Time Management: Managing one's own time and the time of others in order to promote effective use of work hours. Example: A General Superintendent may use this ability when projecting the tasks that need to be completed for the day.

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. Example: A General Superintendent may use this ability when dealing with and adjusting to different personalities (workers and/or the public).

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: A General Superintendent may use this ability when preparing a response to a constituent's complaint via the Department's correspondence system regarding a Sanitation related issue that requires an effective resolution.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: A General Superintendent may use this ability when calling in shop stewards to discuss issues that may be recurring with subordinates.

Coaching and Mentoring: Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. Example: A General Superintendent may use this ability when newly promoted Supervisors are assigned to their command.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: A General Superintendent may use this ability when assigning Sanitation Workers to critical snow assignments or assigning Supervisors to particular sectors during a parade clean-up operation.

Attention to Detail: Being careful about detail and being thorough in completing work tasks. Example: A General Superintendent may use this ability when reviewing summonses that Supervisors under their command have issued for accuracy.

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 test.

SENIORITY:

Method of Computing Seniority: Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority and, if applicable, Veteran's Preference credit, subject to the conditions below. Use the following chart to determine the credit for seniority in the permanent eligible title of Supervisor (Sanitation).

<u>If your Date of Permanent Appointment as a Supervisor (Sanitation) is:</u>	<u>You will Receive:</u>	<u>If your Date of Permanent Appointment as a Supervisor (Sanitation) is:</u>	<u>You will Receive:</u>
5/12/19 or after	not eligible	2/12/14 - 5/11/14	90.000%
2/12/19 - 5/11/19	70.000%	11/12/13 - 2/11/14	90.500%
11/12/18 - 2/11/19	71.000%	8/12/13 - 11/11/13	91.000%
8/12/18 - 11/11/18	72.000%	5/12/13 - 8/11/13	91.500%
5/12/18 - 8/11/18	73.000%	2/12/13 - 5/11/13	92.000%
2/12/18 - 5/11/18	74.000%	11/12/12 - 2/11/13	92.500%
11/12/17 - 2/11/18	75.000%	8/12/12 - 11/11/12	93.000%
8/12/17 - 11/11/17	76.000%	5/12/12 - 8/11/12	93.500%
5/12/17 - 8/11/17	77.000%	2/12/12 - 5/11/12	94.000%
2/12/17 - 5/11/17	78.000%	11/12/11 - 2/11/12	94.500%
11/12/16 - 2/11/17	79.000%	8/12/11 - 11/11/11	95.000%
8/12/16 - 11/11/16	80.000%	5/12/11 - 08/11/11	95.500%
5/12/16 - 8/11/16	81.000%	2/12/11 - 5/11/11	96.000%
2/12/16 - 5/11/16	82.000%	11/12/10 - 2/11/11	96.500%
11/12/15 - 2/11/16	83.000%	8/12/10 - 11/11/10	97.000%
8/12/15 - 11/11/15	84.000%	5/12/10 - 08/11/10	97.500%
5/12/15 - 8/11/15	85.000%	2/12/10 - 5/11/10	98.000%
2/12/15 - 5/11/15	86.000%	11/12/09 - 2/11/10	98.500%
11/12/14 - 2/11/15	87.000%	8/12/09 - 11/11/09	99.000%
8/12/14 - 11/11/14	88.000%	5/12/09 - 08/11/09	99.500%
5/12/14 - 8/11/14	89.000%	5/11/09 or earlier	100.000%

Conditions: No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the New York State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Supervisor (Sanitation) shall be given appropriate credit.

EFFECTS OF BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to take the exam, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for those purposes.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail 14 days before the date on which testing is expected to be held. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to be held. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site. Displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. 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 electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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, City or State issued identification card, IDNYC, 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.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs
- Submit a written request by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or bring a written request in person to the same address Monday through Friday from 9AM to 5PM. Your written 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

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 an eligible list and 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. Once a list has been established, it will typically remain active for four years. 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 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 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:

Probationary Period: The probationary period for this position is one year.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the Exam # and your Profile # located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

PENALTY FOR MISREPRESENTATION:

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