PROMOTION TO ASSOCIATE HUMAN RIGHTS SPECIALIST

Exam. No. 4541

WHEN TO APPLY: From: March 2, 2005 To: March 22, 2005
APPLICATION FEE: $50.00 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on Saturday June 11, 2005.

WHAT THE JOB INVOLVES: Associate Human Rights Specialists perform professional supervisory work involving public education, community and intergroup relations and enforcement of human rights laws and perform under varying levels of direction for the Commission on Human Rights. Supervise staff, or a unit or office engaged in activities to promote community stabilization; or serve as an assistant to a division director in the central office of the Commission. May be assigned to perform complex and sensitive work for legal staff in the law enforcement bureau. All Associate Human Rights Specialists perform 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 $41,237 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher level at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 by mail only. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Commission on Human Rights who on the date of the multiple-choice test:

(1) is permanently (not provisionally or non-competitively) employed in or appears on a Preferred List (see Note, below) for the title of Human Rights Specialist; 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 your permanent title or whether you are on a Preferred List, 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 you are marked “Not Eligible,” your application fee will not be refunded and your test paper will not be rated.

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.

REQUIRED FORM(S):
Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
THE TEST: You will be given a multiple-choice test. 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 may include questions on laws related to human rights; current human rights issues; other agencies’ programs and services related to human rights; interpersonal and intergroup relations and group dynamics; negotiation skills; analyzing and applying information presented; gathering, interpreting and evaluating relevant data and statistics; written expression; supervisory abilities including planning, assigning, monitoring, reviewing, consulting and organizing; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

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, 14th floor, Manhattan, to obtain a duplicate card.

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. 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 eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency’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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

1. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment;
3. absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
4. absence due to ordered military duty; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.