



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR OF STOCK WORKERS (HHC)
Exam No. 3532
(For The New York City Health and Hospitals Corporation Only)**

<p>WHEN TO APPLY: From: September 5, 2012 To: September 25, 2012</p>	<p>APPLICATION FEE: \$47.00 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, December 15, 2012.</p>	

WHAT THE JOB INVOLVES: Supervisors of Stock Workers (HHC) perform supervisory work of varying degrees of difficulty with regard to the operation of a storehouse, storage unit, stores division or a section thereof. All personnel may perform the duties of subordinates; may assume the duties of the supervisor in the temporary absence of that individual, or may serve as principal assistant to the supervisor. All Supervisors of Stock Workers (HHC) perform related work.

Special Working Conditions: Supervisors of Stock Workers (HHC) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervisors of Stock Workers (HHC) and environmental conditions experienced are: may be required to independently lift and carry objects weighing up to 70 pounds; may be required to stand up to seven hours per day; may be required, after training, to operate a fork lift, and/or other heavy machinery; may be required to handle chemicals, flammable materials, and other toxic and hazardous substances.

(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 \$33,539 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the Health and Hospitals Corporation.

HOW TO APPLY: If you believe you are eligible to take this examination, you may 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 forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

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

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf. This form 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 form that pertain to you when you complete your "Application for Examination."

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

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 in or appears on a Preferred List (see Note, below) for the title of Stock Worker (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 Rules 3.3.3 and 3.3.4 of The New York City Health and Hospitals Corporation'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.**

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 Card. 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 ½ point for each three months of completed, permanent, continuous service with the Health and Hospitals Corporation. 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 monitoring inventory, performing general inspections, developing and implementing storage methods, enforcing storage security procedures, stock activities such as Receiving, Order Picking, Assembly and Packing, Issuing and Shipping; 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:

Deductive Reasoning - Applying general rules to specific problems to come up with logical answers. For Supervisors of Stock Workers (HHC), this includes accurately collecting, organizing, maintaining, updating, retrieving and reporting information.

Monitoring and Time Management - Monitoring / assessing the performance of others to make improvements or take corrective action; overseeing the quality of performance; managing one's own time and the time of others in order to promote effective use of work hours.

Number Facility - The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be in steps in other operations like finding percentages.

Planning and Organizing - Determining appropriate assignments and allocation of resources.

Problem Sensitivity - Identifying when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem.

Written Comprehension - Understanding and interpreting the information and ideas presented in written sentences and paragraphs.

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.

Note: 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. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 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 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 eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Fork Lift, Hi-Lo and Pallet Mover Experience: If you have one year of satisfactory full-time experience operating a fork lift, hi-lo and/or pallet mover, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing facility at the time of appointment.

Selective Certification for Pharmaceuticals: If you have one year of satisfactory full-time experience in the receiving, dating, storage, inventory control and/or disbursement of pharmaceuticals using eCommerce, GHX or an equivalent electronic procurement/inventory control system, in a hospital and/or health care institution such as a nursing home or rehabilitation center, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing facility at the time of promotion.

Selective Certification for Medical Supplies: If you have one year of satisfactory full-time experience in the ordering, receiving, storage, inventory control and/or distribution of universal medical supplies using eCommerce, GHX or an equivalent electronic procurement/inventory control system, in a hospital and/or health care institution such as a nursing home or rehabilitations center, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing facility at the time of promotion.

Selective Certification for Hazardous Chemicals: If you have one year of satisfactory full-time experience in the receiving, storage and/or inventory control of hazardous chemicals such as Cidex, Xylene, Formalin, etc, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing facility at the time of promotion.

Selective Certification for Electronic Procurement/Inventory Control System Experience: If you have one year of satisfactory full-time experience using an Electronic Procurement/Inventory Control System such as eCommerce or GHX to order, receive and/or manage inventory, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing facility at the time of promotion.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

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 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.

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 the DCAS Computerized Testing Centers.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 962410; Stores Occupational Group

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