



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

<b>REQUIRED INFORMATION</b>
APPLICATION

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ADMINISTRATIVE JUVENILE COUNSELOR**

**Exam No. 5515**

<p><b>WHEN TO APPLY:</b> From: February 4, 2015          To: February 24, 2015</p>	<p><b>APPLICATION FEE: \$68.00</b>          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.</p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Monday, May 11, 2015.</b></p>	

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

**WHAT THE JOB INVOLVES:** Administrative Juvenile Counselors are responsible for the management of a juvenile care unit within the Agency’s secure detention program and for the administration of juvenile services. Administrative Juvenile Counselors advise higher management concerning the formulation and implementation of secure detention policies and procedures; coordinate program services including education, recreation, medical and social services; develop and implement new unit based programs to meet the needs of the residents; oversee operations to ensure that appropriate services are provided to residents; are responsible for a number of supervisory, professional, administrative and program staff; review and approve requisitions for monies, clothing, laundry services, equipment, materials and supplies needed for juvenile care services; manage staff scheduling and deployment with special attention to the use of overtime and absenteeism; oversee the hiring of new employees; develop and implement staff training programs to develop subordinates; oversee the preparation of reports and the development of research studies and special projects; maintain cooperative relationships with concerned community groups as well as with public and private organizations involved in the agency’s work.

Under administrative direction, with very wide latitude of the exercise of independent initiative and judgment, Administrative Juvenile Counselors are responsible for the administration of the agency’s Non-Secure Detention program (NSD). Administrative Juvenile Counselors perform the duties described above within this program’s framework; participate in contract negotiations with not-for-profit agencies for non-secure detention facilities and services; oversee contract performance recommending to higher management contract renewal or termination; maintain liaison with federal/state/city agencies involved in operations as well as the Courts; and are on call 24 hours a day, 7 days a week to respond to emergencies as they arise.

Under managerial direction, with extremely wide latitude for the exercise of independent initiative and judgment, Administrative Juvenile Counselors are responsible for the overall management of the agency’s Division of Non-Secure Detention, Community Based Services and Administration. Administrative Juvenile Counselors advise executive management in formulating agency policies related to the program areas noted above; represent the agency at national meetings and associations concerned with juvenile justice issues and standards; interpret agency policies and procedures, as well as relevant federal/state rules and regulations for staff; develop specific procedures to transform general policies into operating programs and processes; are responsible for anticipating problems in the areas described above, and for developing solutions to avoid any adverse impact on agency operations; oversee managerial and professional staff responsible for the programs noted above; set programmatic goals, objectives and priorities, coordinating the activities of the various program areas with each other and the agency as a whole; oversee the preparation and presentation of the annual budget for assigned program areas; allocate resources, including personnel, as they can be best utilized; and establish and maintain a managerial system of controls to ensure efficient/effective program operations. On the executive level, Administrative Juvenile Counselors serve as liaison with court administrators, as well as with federal, state and city regulatory agencies; and are on call 24 hours a day, 7 days a week to respond to emergencies as they arise. All Administrative Juvenile Counselors 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:** Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**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](http://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  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**

210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**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](http://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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services 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 Associate Juvenile Counselor; 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 if you are eligible, 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 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 one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

**Special Requirement:** Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register of child abuse and maltreatment. Statewide Central Register screening will be conducted prior to consideration of a candidate for employment as an Administrative Juvenile Counselor. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from promotion to this position.

**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 ½ 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 is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Administrative Juvenile Counselor. Task areas to be tested are as follows: supervision and direction of Associate Juvenile Counselors in their work assignment; cooperation with community groups, the public and other agencies and management of those relationships; ensuring programs are developed and maintained; and performing administrative duties.

The test will assess managerial abilities. 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. A passing

score on the test will satisfy the requirement that the candidates pass a qualifying test for entry into the Managerial Service.

**The Written Test Description:** A detailed description of the multiple-choice test will be provided at a later date.

**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 on which the test is expected to be held. If you do not receive an Admission Notice at least 4 days before the date on which the test is expected to be held, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, 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 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.

**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, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**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. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - USEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and "MVO" on your correspondence. **If you are promoted through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

**Health Examination:** Section 180.8(i) [Personnel requirements] of the Juvenile Detention Facilities Regulations of the NYS Office of Children and Family Services provides that each facility shall require an annual health re-examination, including a tuberculin skin test, and chest x-ray if skin test is positive, of staff having frequent and regular contact with children.

The Protection of People with Special Needs Act, Article 20 of the Executive Law and Article 11 of the Social Services Law, requires an authorized agency to check whether a candidate for employment to work in residential care facilities regulated by the New York State Office of Children and Family Services, including child welfare and juvenile justice facilities operated by an authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to consideration of a candidate for employment. Candidates who have substantiated/indicated cases of serious abuse and neglect will not be considered for any position which requires work in residential care facilities regulated by the New York State Office of Children and Family Services, including welfare and juvenile justice facilities operated by an authorized agency.

Advancement and promotion into this title are subject to the Federal Regulations of the Prison Rape Elimination Act (PREA), Section 115.317 on Hiring and Promotion in Juvenile Facilities. As per PREA, the Administration for Children's Services will not hire or promote anyone who may have contact with residents,

and who has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997); or who has been convicted or civilly or administratively adjudicated to have engaged or attempted to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.

**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 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 the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> 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.

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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](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 82981; The Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcas](http://nyc.gov/dcas)