



ERIC L. ADAMS  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR OF SCHOOL SECURITY**  
**Exam No. 2547**  
**AMENDED NOTICE - JANUARY 26, 2022**

**WHEN TO APPLY: From: December 1, 2021**

**APPLICATION FEE: \$85.00**

**To: December 21, 2021**

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

**THE TEST DATE:** The multiple-choice test is expected to be held on **Saturday, February 26, 2022.**

**The Notice of Examination is amended to change the date of the multiple-choice test from Wednesday, February 16, 2022 to Saturday, February 26, 2022.**

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

#### **WHAT THE JOB INVOLVES:**

Supervisors of School Security, under general supervision, with latitude for the exercise of independent initiative and judgment, are responsible for maintaining a school security system in an assigned area. They supervise all School Safety Agents in an assigned area within a borough; assign a mobile task force to respond to incidents which threaten the security of the school environment; assign and dispatch School Safety Agents to emergency situations when requested; respond to mediate in volatile situations; report to the Borough Supervisor on a daily basis concerning school safety and its impact on the community; conduct school security surveys; review safety plans in schools and make recommendations for their improvement; maintain liaison with community leaders to discuss problems of school safety and security; attend court hearings as a witness, complainant, or arresting officer; serve as an instructor to new School Safety Agents; conduct training courses related to law, arrest procedures, weapons control, etc.; operate a motor vehicle; monitor subordinates' work schedules and make modifications to ensure adequate coverage; oversee scanning operations and ensure that proper procedures are being followed; and 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 \$74,344 per annum. This rate is subject to change.

#### **ELIGIBILITY TO TAKE EXAMINATION:**

This examination is open to each employee of the New York City Police Department 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 School Safety Agent; **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 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 two years, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

Regulations of the City of New York. Time served prior to a break in service of more than one year will not be credited.

**REQUIREMENT(S) TO BE PROMOTED:**

**Driver License Requirement:** By the time you are promoted to this position, you must have 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.

**Special Patrolman Requirement:** At the time you are promoted to this position, you must have been designated as a Special Patrolman by the New York City Police Commissioner, as governed by the Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York. This designation must be maintained for the duration of your employment in this position.

**HOW TO APPLY:**

If you believe you are eligible to take this examination, apply using 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 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 instructions 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>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

**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

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

**Special Circumstances Guide:** This guide is located on the DCAS website at [https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf\\_c\\_special\\_circumstances\\_guide.pdf](https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/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 will be given at a computer terminal. You must achieve a score of at least 70% to pass the multiple-choice test. Your score on the multiple-choice test will determine 85% of your final score. Your seniority will determine the remaining 15% of your final score. You must pass the multiple-choice test to have your seniority credited. See chart below in the section, "Method of Computing Seniority Score" to determine the points credited for seniority in the eligible title. Your service will be credited through the date of the multiple-choice test, up to a maximum of 5 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 and technical knowledge determined to be important to the performance of the tasks of a Supervisor of School Security. Task areas to be tested are as follows: General Administrative Duties (Forms/Reports); Supervisory Duties; Communication/Information Distribution; Law Enforcement; and Scanning.

The test may include questions which require working knowledge or better (without reference material) of the following non-exclusive list of sources: Penal Law of the State of New York; Criminal Procedure Law of the State of New York, Chancellor's Regulations; New York City Police Department Patrol Guide; New York City Police Department Civilian Employee Reference Manual; New York City Police Department Interim Orders; Radio Codes; and standards of proper employee ethical conduct, including the provisions of

Mayor's Executive Order No. 16 of 1978 as amended; and other related areas. The test also may include questions which 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. For example, Supervisors of School Security may use this ability when assigning more School Safety Agents (SSAs) to schools where crime statistics have intensified.

**Judgment & 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 is typically applied over a shorter time frame. For example, Supervisors of School Security may use this ability when coordinating with other schools and districts in order to effectively manage the flow of traffic at school sporting events.

**Planning & Organizing:** establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. For example, Supervisors of School Security may use this ability when creating safety initiatives to ensure school dismissals run smoothly without any issues.

**Time Management:** managing one's own time and the time of others in order to promote effective use of work hours. For example, a Supervisor of School Security may use this ability to prioritize daily administrative duties.

**Written Expression:** appropriately communicating information and ideas in written words and sentences so intended audience will understand. For example, a Supervisor of School Security may use this ability to prepare reports.

**Written Comprehension:** understanding the information and ideas presented in written sentences and paragraphs in work-related documents. For example, a Supervisor of School Security might use this ability when reviewing documents before submitting them to the Associate Supervisor of School Security.

**Teamwork:** developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. For example, a Supervisor of School Security may use this ability when working with SSAs to accomplish a task.

**Self-Control:** maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations. For example, a Supervisor of School Security may use this skill if he/she is struck while separating students engaged in a physical confrontation.

**Coaching & Mentoring:** identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. For example, Supervisors of School Security may need to guide, assist, and work with subordinates to ensure they are performing all of their duties satisfactorily.

**Monitoring:** assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. For example, Supervisors of School Security may use this ability when supervising an SSA making an arrest on school grounds to ensure all procedures are followed.

**Adaptability/Flexibility:** responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation. For example, Supervisors of School Security may use this ability when reallocating staff to another school to accommodate an unexpected absence.

**Stress Tolerance:** accepting criticism and dealing calmly and effectively with high stress situations. For example, Supervisors of School Security may use this ability when interacting with arguing students to deescalate a fight.

**Conflict Resolution:** negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. For example, Supervisors of School Security may use this ability when addressing school administrators who have criticism of the current school safety plan.

**Concern for Others:** acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. For example, Supervisors of School Security may use this ability when counseling subordinates with job related deficiencies for the purpose of identifying solutions and giving advice.

**Integrity:** acting in an honest and ethical manner. For example, Supervisors of School Security may use this ability when offered a bribe by a school official to omit sensitive information on an incident report in order to prevent further scrutiny on the school.

**Dependability:** fulfilling obligations and acting in a reliable, responsible and dependable manner. For example, Supervisors of School Security may use this ability when ensuring appropriate delegation of their duties prior to taking annual leave.

**Attention to Detail:** being careful about detail and thorough in completing work tasks. For example, Supervisors of School Security may use this ability when reviewing a Scanning and Building Log prepared by a Group Leader for accuracy.

**Updating & Using Relevant Knowledge:** keeping up-to-date technically and applying new knowledge to the job. For example, Supervisors of School Security may use this ability when incorporating new COVID related department procedures, such as mask distribution, into their work assignments.

**METHOD OF COMPUTING SENIORITY SCORE:**

Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority subject to the conditions below.

If your date of permanent appointment to School Safety Agent is:	You will receive the following:	If your date of permanent appointment to School Safety Agent is:	You will receive the following:
02/27/2022 or after	Not Eligible	05/27/2019-8/26/2019	85.000%
11/27/2021-2/26/2022	70.000%	02/27/2019-5/26/2019	86.500%
08/27/2021-11/26/2021	71.500%	11/27/2018-2/26/2019	88.000%
05/27/2021-8/26/2021	73.000%	08/27/2018-11/26/2018	89.500%
02/27/2021-5/26/2021	74.500%	05/27/2018-8/26/2018	91.000%
11/27/2020-2/26/2021	76.000%	02/27/2018-5/26/2018	92.500%
08/27/2020-11/26/2021	77.500%	11/27/2017-2/26/2018	94.000%
05/27/2020-8/26/2020	79.000%	08/27/2017-11/26/2017	95.500%
02/27/2020-5/26/2020	80.500%	05/27/2017-8/26/2017	97.000%
11/27/2019-2/26/2020	82.000%	02/27/2017-5/26/2017	98.500%
08/27/2019-11/26/2019	83.500%	02/26/2017 or Earlier	100.000%

**EXAM SITE ADMISSION:**

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

**Warning:** After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are 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 a Computer-based Testing & Applications Center 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 promotion 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 Self-Service (ESS) at [www.nyc.gov/ess](http://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](http://www.nyc.gov/examsforjobs)
- Submit a written request by email at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov), by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. 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, you will be given a list number and you will be notified by email 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

#### **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 closed but 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 by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at [testingaccommodations@dcas.nyc.gov](mailto:testingaccommodations@dcas.nyc.gov), as soon as possible, and include 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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60820; School Security Occupational Group.

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