



ERIC L. ADAMS
Mayor

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Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PUBLIC SAFETY EXAM, LEVEL I
Exam No. 5144
(For Agencies Under the Jurisdiction of the Commissioner of DCAS Only)
SECOND AMENDED NOTICE - November 27, 2024

SANITATION ENFORCEMENT AGENT
SCHOOL SAFETY AGENT
SPECIAL OFFICER
TRAFFIC ENFORCEMENT AGENT

This examination is open to all candidates who wish to apply for and meet the requirements for any one or more of the titles indicated above.

WHEN TO APPLY: From: September 4, 2024
To: December 31, 2024

APPLICATION FEE: \$47.00

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.

CANDIDATES WHO DEMONSTRATE THAT THEY ARE A VETERAN, UNEMPLOYED, RECEIVING PUBLIC ASSISTANCE, OR SUPPLEMENTARY SECURITY INCOME, ARE ENTITLED TO A WAIVER OF THE APPLICATION FEE.

THE TEST DATE: Multiple-choice testing is expected to begin on **Friday, January 10, 2025.**

The Notice of Examination is amended to extend the last day of the Application Period from November 29, 2024 to December 31, 2024. Candidates who previously applied do not need to apply again.

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

The Public Safety Exam is designed to offer you the opportunity to take one multiple-choice test for multiple titles and have your name available for hiring to any of the included titles if you meet the minimum qualification requirements.

With this new and innovative approach, during the application period, you will submit one application for the Public Safety Exam, pay one fee, and take one multiple-choice test that will be considered for hiring in all included titles.

HOW TO QUALIFY:

You will be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive a score. (For more information see Exam Site Admission section.)

SANITATION ENFORCEMENT AGENT

WHAT THE JOB INVOLVES:

Sanitation Enforcement Agents, under supervision, are responsible for enforcement of certain laws, rules and regulations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), New York City Traffic Regulations; and prepare and issue summonses for certain violations thereof. Under supervision, they may inspect commercial and residential establishments, streets and sidewalks; direct and control traffic around Department of Sanitation operations. During snow events, they may assist with the coordination of the activities of snow shovelers. They operate and monitor hand-held communication devices; assist in the preparation of cases relating to summonses issued, for trial in court or before an Administrative Tribunal; operate a motor vehicle; and perform related work.

Special Working Conditions:

Sanitation Enforcement Agents may be required to work rotating tours or shifts, including nights, Saturdays, Sundays and holidays and overtime, depending upon the needs of the service. The work week is 40 hours. Some of the physical activities performed by Sanitation Enforcement Agents and environmental conditions experienced are: working outdoors in all kinds of weather and patrolling on foot for long periods of time.

(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 \$32,968 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

EDUCATION REQUIREMENT:

By the date of appointment, you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

SCHOOL SAFETY AGENT

WHAT THE JOB INVOLVES:

School Safety Agents patrol designated areas of school buildings and surrounding areas; identify and prevent infiltration of unlawful or prohibited items through scanning; give routine information to visitors and direct them to the proper personnel and offices; request identification of, and remove from the premises, any unauthorized persons; aid sick and injured persons and call for medical, police or fire assistance, when needed; notify supervisors of all emergency incidents and complete any related documentation; respond to altercations between students and other persons, and attempt to separate the involved persons and resolve conflicts; maintain records of persons entering and leaving buildings; monitor security camera systems to ensure facility entrances are secure; identify persons violating Department of Education Rules and Regulations; apprehend persons violating the Penal Law and notify the proper administrative personnel; prepare reports and testify in regard to these violations at Superintendent's or Principal's hearings and/or in court; monitor and use radios to request assistance from co-workers; and may operate motor vehicles. All School Safety Agents perform related work.

Special Working Conditions:

School Safety Agents may be required to work various shifts including nights, Saturdays, Sundays, and holidays. Some of the physical activities performed by School Safety Agents and environmental conditions experienced are: working through ongoing school construction projects (including asbestos removal projects); working in non-air conditioned areas during summer months; navigating through unlit stairwells; walking school perimeter in all types of weather conditions; responding to altercations between students and other persons, and attempting to separate the involved persons; engaging in physical activities over an extended period of time including standing, running up stairs, walking and sitting; functioning effectively in a potentially hostile environment and under stressful conditions; performing required duties in areas that can become crowded with people; and lifting and moving cumbersome equipment.

(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 \$36,955 per annum. This rate is subject to change.

EDUCATION REQUIREMENT:

By the date of appointment, you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

SPECIAL OFFICER

WHAT THE JOB INVOLVES:

Special Officers under supervision, perform Special Officer work of ordinary difficulty and responsibility relating to physical security, safety, loss prevention and maintenance of order. They patrol designated areas of public buildings, other facilities, and surrounding areas to maintain order, preserve the peace, and safeguard life and property against fire, vandalism, theft, etc.; give routine information to visitors and service recipients and direct them to the proper individuals and offices; discourage and eject loiterers and disorderly persons and when appropriate, arrest and issue summonses to law violators on premises; transport, escort and/or arrange for transport of persons in custody to police precincts and have arrests recorded on police blotter; prepare and transmit all necessary documents relating to arrests; testify in court on arrests; report security instances and unusual occurrences by telephone or radio and make subsequent written reports; as required, provide assistance to the sick, injured, mentally and physically disabled, and call for ambulances and/or medical attention when necessary and complete and forward forms; record daily actions in memo book; maintain records of persons entering or leaving building; keep bulletin board in their area current by adding and removing materials; may make clock rounds as required; may control vehicular traffic on grounds and/or premises; may operate a motor vehicle; monitor and report unusual events from security systems as required; distribute and maintain accountability for designated equipment or property; monitor and control access by the means of electronic security measures, such as closed circuit television; access control readers; may operate hydraulic access devices; attend, complete, and maintain training requirements as per State and Agency mandates; make written entries into location log book; and perform related work.

Special Working Conditions:

Special Officers may be required to work various shifts including nights, Saturdays, Sundays, and holidays and to work rotating tours, change tours or work overtime when ordered, as permitted by the Collective Bargaining Agreement. Some of the physical activities performed by Special Officers and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing upstairs; may assist in carrying an injured adult; gripping persons to prevent escape; restraining a suspect by use of handcuffs; may be required to detect odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment and wearing a bullet resistant vest. Special Officers may be required to wear and operate a body worn camera (BWC) and employ the computer software that goes along with it.

(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 \$36,955 per annum. This rate is subject to change.

EDUCATION REQUIREMENT:

By the date of appointment, you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

TRAFFIC ENFORCEMENT AGENT

WHAT THE JOB INVOLVES:

At Assignment Level I, under supervision, Traffic Enforcement Agents patrol an assigned area in order to enforce laws, rules and regulations relating to movement, parking, stopping and standing of vehicles. They prepare and issue paper and electronic summonses for violations; prepare and issue summonses to vehicles and motorists; testify at administrative hearing offices and court; report inoperative or missing parking meters and traffic conditions requiring attention; prepare required reports; operate a motor vehicle; operate portable and vehicle radios and other electronic equipment; and perform related work.

Special Working Conditions:

Traffic Enforcement Agents will be required to work rotating shifts, including Saturdays, Sundays, holidays and overtime, depending upon the needs of the service. The work week is 40 hours. Some of the physical activities performed by Traffic Enforcement Agents and environmental conditions experienced are working outdoors in all kinds of weather and patrolling on foot for long periods of time.

(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 \$36,045 per annum. This salary is subject to collective bargaining increase. In addition, there are three assignment levels at higher salary rates. Appointments will be made to Assignment Level 1. Upon satisfactory completion of the one-year probationary period, candidates will be eligible for appointment to Assignment Level 2 for which the current minimum salary is \$45,811. Levels 1, 2, and 3 have salary steps based on the union contract.

EDUCATION REQUIREMENT:

By the date of appointment, you must have a four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization.

The high school diploma or its educational equivalent, trade school, technical school, or vocational high school must be approved by a State's Department of Education or a recognized accrediting organization.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section

HOW TO APPLY: There is one application and one fee for the Public Safety Exam.

If you believe you meet the requirements in the "How to Qualify" section for one or more titles included on this exam, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application, 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 two (2) business days 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.

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/faqs>. **Effective January 2020, the Online Application System is no longer supported on the Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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 & Application Centers will be closed on Monday, October 14, 2024, Tuesday, November 5, 2024, Monday, November 11, 2024, Thursday, November 28, 2024, and Wednesday, December 25, 2024.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

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 and available at the DCAS Computer-based Testing & Application 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."

ADDITIONAL REQUIREMENTS FOR ALL TITLES:

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

Investigation: The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$89.25 (\$75.00 for DCJS and FBI plus a \$14.25 service fee). At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

In addition to the requirements above, below are the ADDITIONAL REQUIREMENTS listed for the titles of Sanitation Enforcement Agent, School Safety Agent, Special Officer, and Traffic Enforcement Agent.

ADDITIONAL REQUIREMENTS for SANITATION ENFORCEMENT AGENT:

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Sanitation Enforcement Agent. Candidates will be examined to determine whether they can perform the essential functions of the position of Sanitation Enforcement Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination, and/or to perform the essential functions of the job.

Probationary Period: The probationary period is one year. Appointees will be required to successfully complete a prescribed training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

Conditions of Employment: You will be required to purchase uniforms at the time of employment. After completing six months of service in a fiscal year, you will be eligible for a uniform allowance.

ADDITIONAL REQUIREMENTS for SCHOOL SAFETY AGENT:

Special Patrolman Requirement: At the time of appointment, you must meet the following qualifications for Special Patrolman status (a status given by the New York City Police Department as governed by Administrative Code Section 14-106 and Chapter 13 of Title 38 of the Rules of the City of New York):

- be twenty-one years of age or older
- a citizen of the United States, • a resident of New York City, unless exempted by law,
- if discharged from military service, the discharge must not have been dishonorable,
- be of good moral character, and have no record of convictions for any felony or serious offense as enumerated in §265.00 (17) of the New York State Penal Law. An applicant with any conviction who has a Certificate of Good Conduct providing relief from that conviction may be eligible for appointment.

An applicant with a misdemeanor conviction or violation for a serious offense enumerated in Penal Law §265.00 (17), who has a Certificate of Relief from Disabilities providing relief from that conviction, may also be eligible for appointment. All candidates will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. This background check will commence prior to appointment. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including, but not limited to, proof of date and place of birth by transcript or record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements. Any willful misstatement or failure to present any required documents will be cause for disqualification. Further, any individual who fails to successfully pass this background check will not be appointed or will be terminated from the position. You must maintain the above qualifications for the duration of your employment with the exception of New York City residency. After two years of continuous employment (in which residency must be maintained in New York City), residency may be allowed in Nassau, Suffolk, Westchester, Orange, Rockland, or Putnam county.

Physical Testing: Physical standards have been established for the position of School Safety Agent. You will

be required to pass a qualifying physical test.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of School Safety Agent. You will be examined to determine whether you can perform the essential functions of a School Safety Agent. Additionally, you will be expected to continue to perform the essential functions of a School Safety Agent throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Driver License: You do not have to possess a motor vehicle driver license for the position of School Safety Agent. However, for assignment to certain positions, including the positions of Group Leader and Mobile Task Force Member, you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your assignment to such positions.

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

ADDITIONAL REQUIREMENTS for SPECIAL OFFICER:

Age Requirement: You must have reached your 20th birthday by the date of appointment.

Character and Background: Pursuant to Criminal Procedure Law Section 2.10, the position of Special Officer is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment. Therefore, you must reveal ALL arrests, convictions and pending charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) arrest record or conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, (b) repeated arrests or convictions of an offense, where such arrests or convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

Peace Officer Training Certification Requirement: You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment. Attendance at annual recertification training is mandatory and a continuing condition of employment.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Special Officer. You will be examined to determine whether you can perform the essential functions of a Special Officer. Additionally, you will be expected to continue to perform the essential functions of a Special Officer throughout your career, and may, therefore, be medically and psychologically tested periodically throughout your career. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job.

Firearms Qualifications: Certain assignments require the carrying of firearms. Appointees to those assignments must qualify and remain qualified for firearms usage and possession.

Drivers License Requirement: By the time of appointment, a motor vehicle driver license valid in the State of New York is required for appointment to positions in certain agencies. If required, this license must be maintained for the duration of employment.

Citizenship Requirement: Pursuant to New York State Public Officers Law, United States citizenship is required at the time of appointment.

Transportation Worker Identification Credential (TWIC) Requirement: If appointed to certain positions within the Department of Transportation, you must possess a TWIC issued by the U.S. Transportation Security Administration at the time of appointment. If you are engaged in an appeal or waiver process for the TWIC, you will not be considered for appointment until such process has been completed.

Assignment Of Duties: Section 424-a of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities or who will have the potential for regular and substantial contact with children is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide Central Register for Child Abuse and Maltreatment. State Central Register screening will be obtained prior to considering a candidate for employment as a Special Officer. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be considered for any position which requires childcare responsibilities or has the potential for regular and substantial 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 the authorized agency, appears on the Vulnerable Persons Central Register. This screening will be conducted prior to considering 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 child welfare and juvenile justice facilities operated by an authorized agency.

Probationary Period: You will be required to complete a minimum probationary period of one year, during which time you will be required to successfully complete all components of the prescribed Peace Officer training course.

ADDITIONAL REQUIREMENTS for Traffic Enforcement Agent:

Driver License Requirement: By the time you reach one year in this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment. Assignment to Traffic Enforcement Agent Level III requires a W (tow truck) endorsement to your motor vehicle license. This license must not include any restrictions.

Medical and Psychological Requirement: Medical and psychological guidelines have been established for the position of Traffic Enforcement Agent. You will be examined to determine whether you can perform the essential functions of a Traffic Enforcement Agent. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take these medical and psychological examinations, and/or to perform the essential functions of the job. Eligibles may have to pass an additional medical screening before assignment to Assignment Level III.

Special Patrolman Status: Assignment to Traffic Enforcement Agent Level IV requires that you qualify for Special Patrolman status from the NYC Police Commissioner as governed by 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 employment at Assignment Level IV. Consult the appointing agency's personnel office at the time of your assignment to Level IV for the qualifications for Special Patrolman Status.

Probationary Period: The probationary period for this title is 12 months. Appointees will be required to successfully complete a training course prior to the end of the probationary period. Those who fail to successfully complete the training course will be terminated.

Conditions of Employment: Employees will be required to purchase uniforms at the time of employment. After completing six months of service, employees will be eligible for a uniform allowance.

REQUIRED INFORMATION:

1. **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.
2. **Foreign Education Evaluation Guide: (Required only if you need credit for your foreign education in this examination):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the Department of Citywide Administrative Services (DCAS) website <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, request a "**document-by-document**" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (December 31, 2024).

THE TEST: You will be given a multiple-choice test at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which may require the use of any of the following abilities:

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

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

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. Problem sensitivity includes being able to identify the whole problem as well as the elements of the problem.

Spatial Orientation: determining where you are in relation to the location of some object or where the object is in relation to you.

Time Management: Skill in managing one's own time and the time of others to promote effective use of work hours.

Written Expression: using English words or sentences in writing so that others will understand.

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. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any such items brought to the test site will be placed in a Yondr pouch and magnetically sealed until after the exam event (Examination, Protest Review Session, TVB session). The use of headphones and earbuds are also prohibited. Only basic, hand-held calculators with addition, subtraction, multiplication, and division functions are permitted—no additional features. Devices with keyboards, word processing, or data recording capabilities are banned and will be placed in a Yondr pouch if brought to the testing site. If you use any of these prohibited devices, or remove them from your Yondr pouch before being authorized to do so, whether in the testing area, restroom, hallway, or other location at the test site, at any time before, during or after the exam event, 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 are also not permitted to use on site any medical assistive devices, including those that give notifications or alerts, or that vibrate, without the prior express written authorization of DCAS. You can contact DCAS by email at: testingaccommodations@dcas.nyc.gov.

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 & Application 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 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 Self-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 email at 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, and/or new telephone number.

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, 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 appointment. If you meet all requirements and conditions, you will be considered for appointment 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 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: If you are currently provisionally employed by the City of New York, consult **your agency's Personnel Office/Human Resources** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were 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
- You were appointed provisionally to the title for which the examination is administered after the 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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth, or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

SELECTIVE CERTIFICATION:

If you meet the requirements for Selective Certification for positions requiring special experience, skills, license, and/or certification as described in the following sections, you may be considered for appointment to positions requiring such experience, skills, license, and/or certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience, skills, license, and/or certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. **Your experience, skills, and/or license will be verified at the time of the appointment interview by the appointing agency.**

Selective Certification for Driver License (MVO): Possession of a motor vehicle driver license that is valid in the State of New York. If you are appointed through Selective Certification, this license must be maintained for the duration of your employment. **If appointed through this Selective Certification, the appointing agency will check your license at the time of appointment.**

Selective Certification for those positions requiring a Class A (CLA), B (CDL), or C (CLC) Commercial Driver License: Possession of a Class A, B, or C Commercial Driver License that is valid in the State of New York. If you are appointed through Selective Certification, you must maintain your motor vehicle Class A, B, or C Commercial Driver License for the duration of your employment. Furthermore, you must comply with all Federal Motor Carrier Safety Administration (FMCSA) and NYS Department of Motor Vehicles Commercial Driver's License requirements. **There may be certain age requirements to obtain these licenses. If appointed through this Selective Certification, the appointing agency will check your license at the time of appointment.**

Alcohol Screening Requirement (For Commercial Driver License Selective Certification only): You must pass an alcohol screening in order to be appointed. If appointed you will be subject to random drug and alcohol testing for the duration of your employment.

Selective Certification for Municipal Government Experience (MGE): At least one (1) year of full-time satisfactory experience working within a municipal government in a public safety position, which provides service for a city with over 1 million in population.

Selective Certification for Foreign Language And/Or American Sign Language: If you can speak, read or write Albanian (ALB), Arabic (ARA), Bengali (BEN), Bosnian SerboCroatian (SRC), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), Greek (GRE), Haitian/Creole (CRE), Hindi (HIN), Italian (ITA), Korean (KOR), Polish (POL), Portuguese (POR), Russian (RUS), Spanish (SPA), Tagalog (TAG), Tibetan (TIB), Urdu (URD), Vietnamese (VIE), West African Languages (e.g. Ibo, Swahili, Yoruba) (WAL), Yiddish (YDD), and/or you know American Sign Language (ASL), you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given

preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by email: LMACustomerService@dcas.nyc.gov, or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

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" folders 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 number and your profile number 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 appointment, and may result in criminal prosecution.

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 and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.

Title Code Nos. 71681, 60817, 70810, 71651; Sanitation Enforcement Occupational Group, School Security Occupational Group, Special Officer Occupational Group, Traffic Enforcement Occupational Group.

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