



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS SECTION
 18 WASHINGTON STREET
 NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR OF PARKS MAINTENANCE AND OPERATIONS

Exam. No. 9508

WHEN TO APPLY: From: January 5, 2000
 To: January 25, 2000

APPLICATION FEE: \$45.00
Payable only by money order to D.C.A.S. (Exams)

WHAT THE JOB INVOLVES: Supervisors of Parks Maintenance and Operations, under general supervision, perform supervisory work in the direction, operation, maintenance, and inspection of parks and park facilities. They supervise work of one or more park districts and parts thereof; prepare and implement strategies to improve park services to the public; and may perform the duties of the supervisor in that person's temporary absence. When necessary, they perform the duties of subordinates. All personnel perform related work.

(This is a brief description of what you might do in this position and does not include all duties of this position)

THE SALARY: The current minimum salary is \$42,115 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to the above address **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Parks and Recreation who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a preferred list for the title of Associate Park Service Worker, Climber and Pruner, Gardener, or Associate Urban Park Ranger; and
- (2) is not otherwise ineligible.

Pursuant to Rule 5.3.3(b) of the Personnel Rules and Regulations of the City of New York, for the purposes of this examination only, admission is extended on a collateral basis to employees in the titles of Climber and Pruner, Gardener, and Associate Urban Park Ranger.

This examination is 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 your permanent title or whether you are on a preferred list, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded.

You may be given the test before a review of your eligibility.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in an eligible title as indicated in the above "Eligibility To Take Examination" section and you must be permanently employed in such title at the time of promotion.

REQUIRED FORM(S):

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

REQUIREMENT(S) TO BE APPOINTED:

Driver License Requirement: At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York. Serious moving violations, license suspension or accident record may disqualify.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Eligibles will be appointed subject to the receipt of a Class A Commercial Driver License with no restrictions, valid in the State of New York, by the end of the probationary period. This Class A Commercial Driver License with no restrictions must be maintained for the duration of your employment.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with the City of New York in competitive class titles. Your service will be credited through the date of the written test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The multiple-choice test may include questions on knowledge of departmental rules and regulations; principles of supervision including planning, organizing and monitoring work; written expression; basic job-related arithmetic; reading comprehension; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 2 Washington Street, 17th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

Training Courses: Within six months of the date of appointment, you must satisfactorily complete Parks training in simple first aid, CPR, and disposal of hazardous materials.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

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

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

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

To request a make-up test, contact the Examining Service Section, 2 Washington Street, 17th Floor, New York, NY 10004, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Section of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 81113; The Parks Operation and Maintenance Service

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: www.ci.nyc.ny.us/html/dcas/home.html**

