



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

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| REQUIRED INFORMATION |
| APPLICATION |

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO SUPERVISOR (SANITATION)
Exam No. 4509
AMENDED NOTICE: January 29, 2014**

WHEN TO APPLY: From: January 29, 2014
To: February 14, 2014

APPLICATION FEE: \$85.00
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.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, April 12, 2014.**

- The Notice of Examination is amended to:
1. include the new multiple-choice test date
 2. reopen filing from January 29, 2014 through February 14, 2014. Candidates who filed previously need not file again
 3. include information about the application fee percentage increase for credit/debit/gift card payments
 4. update information about calculators
 5. include information about required identification at test sites, effective February 1, 2014

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

WHAT THE JOB INVOLVES: Supervisors (Sanitation), under general supervision, supervise street cleaning, waste collection, and snow removal operations; direct the operation of a garage, transfer stations; assist in the direction of the operation of a Sanitation district or, on a night shift, direct the operations of a Sanitation district. They supervise subordinates engaged in machine and manual cleaning of streets, waste collection, waste disposal, recycling routes, and snow removal operations; develop and revise cleaning, collection and recycling routes; inspect and patrol assigned cleaning, collection and snow routes; operate motor vehicles; plan, schedule and assign work to subordinates; enforce New York City Health and Administrative Codes, New York State Public Health Laws and New York State Vehicle and Traffic Laws; Radio Communications; direct the operation of a department garage, including housing, maintenance, dispatching and functioning of motor equipment; accept fuel and oversee the disbursement of fuel; maintain work performance and time records; prepare payrolls; maintain inventory of tools and equipment; investigate complaints and take corrective action; investigate accidents and enforce safety regulations; analyze subordinates' performance evaluations, work rate, identify problems and make specific recommendations; interview and counsel subordinates with regard to attendance abuse and take appropriate action; enter and analyze data via computer terminal using the Sanitation Control Analysis Network (S.C.A.N.); prepare, complete and/or review records, logs and reports; train subordinates; 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 \$74,646 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card 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
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide: This guide is included in the application package available at the DCAS Computer-based Testing & Applications Centers and located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf 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 the Department of Sanitation 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 Sanitation Worker; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to 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 you are marked "Not Eligible," 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 have served permanently as a Sanitation Worker for two (2) years. Additionally, 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.

Note: See "**CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE**" section and "**EFFECTS OF A BREAK IN SERVICE**" section.

REQUIREMENT TO BE APPOINTED:

Driver License Requirement: 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.

Education Requirement: You must possess a four year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization at the time of promotion.

THE TEST: The multiple-choice test may be given at a computer terminal or in a paper and pencil format. You will be informed of the format on your Admission 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.

The Written Test Description: 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 (Sanitation). Task categories to be tested are as follows: preparing, completing and reviewing forms reports and logs; making required notification; communicating information; assigning and reassigning work; monitoring and inspecting subordinates; training, counseling and evaluating subordinates; performing field duties; maintaining, securing and safeguarding department property; assisting and cooperating with the community and other city agencies.

The test may include questions which require mastery of technical knowledge based on such materials as the New York City Department of Sanitation Policies and Procedures; Executive Orders; Operations Orders; General Orders; Personnel Memoranda, as well as Department messages; Department-issued handbooks; 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. Questions may address the following areas: uniforms and personal appearance standards; attendance/absence and lateness procedures; sick leave; general operations, standards and information; corruption/prohibition and safety and hazardous materials.

The test will include questions which may 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.

Monitoring: Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance.

Persistence: Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up.

Adaptability/Flexibility: Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation.

Written Expression: Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution.

Concern for Others: Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

Teamwork: Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

Integrity: Acting in an honest and ethical manner.

Dependability: Fulfilling obligations and acting in a reliable, responsible and dependable manner.

Achievement/Effort: Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals.

Initiative and Independence: Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way of doing things and guiding oneself with little or no supervision.

Attention to Detail: Being careful about detail and thorough in completing work tasks.

Updating & Using Relevant Knowledge: Keeping up-to-date technically and applying new knowledge to the job.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the multiple-choice test.

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 **not** permitted. 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 and after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

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 acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued Driver's license, or State issued identification card, or US Government issued passport, or US Government issued Military Identification Card, or US Government issued Alien Registration Card, or 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.

METHOD OF COMPUTING SENIORITY SCORE:

Only those candidates who receive a passing score on the multiple-choice test will be granted Seniority and, if applicable, Veteran's Preference credit, subject to the conditions listed below.

| If your Date of Permanent Appointment as Sanitation Worker is: | You Will Receive: | If your Date of Permanent Appointment as Sanitation Worker is: | You Will Receive: |
|---|--------------------------|---|--------------------------|
| 04/13/14 or after | not eligible | 01/13/09 - 04/12/09 | 90.000 percent |
| 01/13/14 - 04/12/14 | 70.000 percent | 10/13/08 - 01/12/09 | 90.500 percent |
| 10/13/13 - 01/12/14 | 71.000 percent | 07/13/08 - 10/12/08 | 91.000 percent |
| 07/13/13 - 10/12/13 | 72.000 percent | 04/13/08 - 07/12/08 | 91.500 percent |
| 04/13/13 - 07/12/13 | 73.000 percent | 01/13/08 - 04/12/08 | 92.000 percent |
| 01/13/13 - 04/12/13 | 74.000 percent | 10/13/07 - 01/12/08 | 92.500 percent |
| 10/13/12 - 01/12/13 | 75.000 percent | 07/13/07 - 10/12/07 | 93.000 percent |
| 07/13/12 - 10/12/12 | 76.000 percent | 04/13/07 - 07/12/07 | 93.500 percent |
| 04/13/12 - 07/12/12 | 77.000 percent | 01/13/07 - 04/12/07 | 94.000 percent |
| 01/13/12 - 04/12/12 | 78.000 percent | 10/13/06 - 01/12/07 | 94.500 percent |
| 10/13/11 - 01/12/12 | 79.000 percent | 07/13/06 - 10/12/06 | 95.000 percent |
| 07/13/11 - 10/12/11 | 80.000 percent | 04/13/06 - 07/12/06 | 95.500 percent |
| 04/13/11 - 07/12/11 | 81.000 percent | 01/13/06 - 04/12/06 | 96.000 percent |
| 01/13/11 - 04/12/11 | 82.000 percent | 10/13/05 - 01/12/06 | 96.500 percent |
| 10/13/10 - 01/12/11 | 83.000 percent | 07/13/05 - 10/12/05 | 97.000 percent |
| 07/13/10 - 10/12/10 | 84.000 percent | 04/13/05 - 07/12/05 | 97.500 percent |
| 04/13/10 - 07/12/10 | 85.000 percent | 01/13/05 - 04/12/05 | 98.000 percent |
| 01/13/10 - 04/12/10 | 86.000 percent | 10/13/04 - 01/12/05 | 98.500 percent |
| 10/13/09 - 01/12/10 | 87.000 percent | 07/13/04 - 10/12/04 | 99.000 percent |
| 07/13/09 - 10/12/09 | 88.000 percent | 04/13/04 - 07/12/04 | 99.500 percent |
| 04/13/09 - 07/12/09 | 89.000 percent | 04/12/04 or earlier | 100.000 percent |

Conditions: No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the New York State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Sanitation Worker shall be given appropriate credit.

CREDIT FOR PRIOR SERVICE IN A UNIFORMED TITLE: In accordance with Section 13-153 of the New York City Administrative Code, any member of the uniformed force of the Sanitation Department who immediately prior to his or her appointment or employment as such, has served as a member of the uniformed transit police force, housing police service, or uniformed force of the Department of Correction shall have the time served in any of such positions counted as service in the eligible title in determining his or her compensation and promotion for Supervisor (Sanitation).

EFFECTS OF A BREAK IN SERVICE: The period of a break in service will not be credited toward eligibility to be promoted or in the computation of seniority credits. Additionally, any time served prior to a break in service of more than one year will not be credited for these purposes.

ADMISSION NOTICE: You should receive an Admission Notice 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 Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on 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.

ADDITIONAL INFORMATION:

Probationary Period: The probationary period for this position is one year. You will be required to successfully complete a prescribed training course and obtain a Certificate of Fitness to handle motor fuel issued by the New York City Fire Department. The Certificate of Fitness to handle motor fuel, issued by the New York City Fire Department, must be maintained for the duration of employment.

If you do not complete the prescribed training course or do not obtain the Certificate of Fitness by the end of your probationary period, you will be returned to the title of Sanitation Worker.

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 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 for one week following 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; 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 Exam Support Group, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

Promotion Opportunities: Employees in the title of Supervisor (Sanitation) are accorded the opportunity to be promoted to General Superintendent (Sanitation) at several assignment levels. There may be additional education requirements for promotion, and those requirements would be described on the future Notice of Examination for that title.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing and Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70150; The Sanitation Service

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