



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

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS

APPLICATION FORM
EDUCATION AND EXPERIENCE
TEST PAPER
FOREIGN EDUCATION
FACT SHEET
(IF APPLICABLE)

URBAN PARK RANGER Exam No. 8025 AMENDED NOTICE - MAY 7, 2008

WHEN TO APPLY: From: May 7, 2008
To: May 27, 2008

APPLICATION FEE: \$35.00

Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.

The Notice of Examination is amended to reopen filing from May 7, 2008 through May 27, 2008. Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Urban Park Rangers, under supervision, patrol the City parks and park facilities; perform crowd control functions; enforce compliance with City park rules and regulations and health and sanitary codes; issue summonses; make arrests; provide safety services to the public; provide educational services through tours, lectures, field trips, and conferences; serve as staff assistants to immediate supervisors; serve as dispatchers and communications operators; operate motor vehicles. All Urban Park Rangers perform related work.

Special Working Conditions: Urban Park Rangers may be required to work shifts including nights, Saturday, Sundays, and holidays.

Some of the physical activities performed by Urban Park Rangers and environmental conditions experienced are: Driving a motor vehicle, riding a horse or bike, piloting a boat and/or walking to patrol the parks for long periods of time; standing at a post for long periods of time, in all kinds of weather, while performing crowd control; picking up and moving barricades and light towers; confiscating and removing equipment such as vendors' carts; pursuing, capturing and arresting violators of rules and laws; performing animal rescues; lifting canoes; administering CPR and other medical services; dispatching and answering calls in a computerized communications center.

(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 \$30,378 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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 DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. An associate degree or completion of 60 college-level semester credits from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Educational Accreditation (CHEA); or
2. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization and one year of full-time satisfactory experience in one of the following: law or code enforcement; security; ecology; or as an environmental instructor or ranger in a recognized park, recreation or ranger program, cultural institution or accredited school; or
3. A satisfactory combination of education and experience that is equivalent to "1" or "2" above. College education may be substituted for the required experience in "2" above on the basis of 5 semester credits for 1 month of experience. Experience working as a clerk or secretary is not acceptable.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

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 pursuant to Title 38, Chapter 13 of the Rules of the City of New York):

- must be twenty-one years of age or older,
- a citizen of the United States
- a resident of New York City
- have no record of convictions for any felony or for any serious offence against public safety (as defined in the New York State Penal Law),
- if discharged from military service, the discharge must not have been dishonorable, and
- be of good moral character.

All candidates who are appointed will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any individual appointed who fails to successfully pass this background check will be terminated from the position. Additionally, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment in that position.

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 Urban Park Ranger. Candidates will be examined to determine whether they can perform the essential functions of the position of Urban Park Ranger. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or to perform the essential functions of the job.

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

Residency Requirement: Because candidates must, at the time of appointment, meet all the criteria for designation as a Special Patrolman (see Special Patrolman Requirement above), a candidate must be a resident of the City of New York in order to be appointed.

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.

REQUIRED FORM(S):

1. **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.
2. **Education and Experience Test Paper:** Write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **Fill out Sections A, A.1, A.2, A.4, A.5 and B.** This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records.
3. **Foreign Education Fact Sheet (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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" evaluation (which includes a "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 date for applying for this examination.

THE TEST: Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

Additional Credit:

1. For full-time satisfactory experience in law or code enforcement; ecology; or as an environmental instructor or ranger in a recognized park or recreation program, cultural institution, or accredited school, you will receive:
 - A. 5 points for at least 1 year but less than 3 years of experience; or
 - B. 10 points for at least 3 years but less than 6 years of experience; or
 - C. 15 points for 6 years or more of experience.
2. For honorable full-time United States military service, you will receive:
 - A. 5 points for at least 3 years but less than 6 years of experience; or
 - B. 10 points for at least 6 years but less than 9 years of experience; or
 - C. 15 points for 9 years or more of experience.
3. For a baccalaureate degree, you will receive 15 points.
4. For a master's degree, you will receive 20 points.

The maximum score you can receive on this education and experience test is 100. The maximum credit you can receive for the experience in "1" and "2" combined is 15 points. The maximum credit you can receive for education in "3" and "4" combined is 20 points. Experience as a clerk or secretary will not receive credit.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

Education and experience must be obtained by **the last day of the application period**.

THE TEST RESULTS: If you pass the education and experience test, 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:

Application Receipt: If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at OASys@dcas.nyc.gov. Include your social security number and the examination number and title in your email. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

Probationary Period: All employees who do not successfully complete a New York City Department of Parks and Recreation training program given during their probationary period will be terminated.

SPECIAL ARRANGEMENTS:

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

- (1) **online**, follow the onscreen instructions, or
- (2) **by mail**, follow the instructions included with the "Application for Examination."

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 60421; Urban Park Ranger Occupational Group.

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