



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

REQUIRED INFORMATION

APPLICATION

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

**NOTICE
 OF
 EXAMINATION**

**PROMOTION TO ASSOCIATE SANITATION ENFORCEMENT AGENT
 Exam. No. 4507
 Amended Notice- November 6, 2013**

WHEN TO APPLY: From: August 7, 2013 **APPLICATION FEE:** \$54.00
 To: August 27, 2013

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 14, 2013.**

The Notice of Examination is amended to change the date of the multiple-choice test from December 7, 2013 to December 14, 2013, and update the seniority chart accordingly.

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

WHAT THE JOB INVOLVES: Associate Sanitation Enforcement Agents supervise Sanitation Enforcement Agents in the performance of their duties and are authorized to prepare and issue summonses for certain violations of the New York City Health and Administrative Codes, New York State Public Health Law (Canine Waste), New York State Vehicle and Traffic Laws, and New York City Traffic Regulations; and notarize summonses. At Assignment Level I, Associate Sanitation Enforcement Agents, as supervisors of a number of sectors, assign work on a daily basis; consult with District Superintendents to determine areas of special needs; make appropriate modifications and notifications; conduct roll call twice daily; prepare reports; evaluate work performance of subordinates; provide on-the-job and/or formal training; recommend disciplinary action when appropriate; operate assigned motor vehicle; use and supervise the use of hand-held computers and vehicle two-way radios; investigate complaints received from members of the public; review reports of field surveys of unsanitary conditions and other reports and forms prepared by subordinates; supervise preparation and issuance of summonses and review them for accuracy, completeness and legality; may issue summonses; may testify in court; may supervise and perform security duties relative to department premises and facilities; supervise and perform traffic control duties during snow and other emergencies as the need arises; 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 \$37,608 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to higher assignment levels at the discretion of the agency.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 Computerized Testing 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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computerized Testing Centers. This guide gives important information about 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 Enforcement Agent; 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.)

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 the 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 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 one year.

Note: See "EFFECTS OF A BREAK IN SERVICE" section, below.

PROBATIONARY PERIOD: The probationary period for Associate Sanitation Enforcement Agents promoted as a result of this examination is twelve months.

REQUIREMENTS TO BE PROMOTED:

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of promotion. 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.

New York State Notary Public License Requirement: You must obtain a New York State Notary Public License or be appointed to the Office of Commissioner of Deeds in New York City within six months of promotion to the title of Associate Sanitation Enforcement Agent. This license or appointment must be maintained for the duration of employment.

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. You must achieve a score of at least 70% 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. See "Seniority" section below for seniority computation.

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 an Associate Sanitation Enforcement Agent. The test may include questions on: completion and review of logs, forms, reports, correspondence, etc.; supervision and training of subordinates; enforcement of health, administrative and related codes; equipment and vehicle operation, control and maintenance; and coordination/liaison activities.

Questions may be based on information in effect as of 9/9/2013 and contained in: the NYC Department of Sanitation Notice of Violation Administration System (NOVAS) Violation Scripts; NYC Department of Sanitation Digest of Codes; Sanitation Enforcement Agents Patrol Guide (Class of 2012-01-02); General Orders; Operations Orders; Command Orders; NYC Department of Sanitation Code of Conduct, including provisions of the Mayor's Executive Order No. 16, of 1978, as amended; and other related areas.

The test may also include questions which may require the use of any of the following abilities:

Written Communication: Clear expression of ideas in writing and use of good grammatical form.

Planning and Organizing: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.

Delegation: Utilizing subordinates effectively; allocating decision-making and other responsibilities to the appropriate subordinates.

Management Control: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

Organizational Sensitivity: Actions that indicate an awareness of the impact and the implications of decisions on other components of the organization.

Sensitivity: Actions that indicate a consideration for the feelings and needs of others.

Analysis: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.

Judgment: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.

Decisiveness: Readiness to make decisions, render judgments, take action, or commit oneself.

Work Standards: Setting high goals or standards of performance for self, subordinates, others, and organization. Dissatisfied with average performance.

Behavioral Flexibility: Modifying one's approach to most effectively meet the needs of the situation.

Technical Translation: Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Note: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

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.

SENIORITY:

Method of computing seniority: Use the following chart to determine the score for seniority for permanent service in the eligible title of Sanitation Enforcement Agent, subject to the conditions below:

If Your Date of Permanent Appointment to Sanitation Enforcement Agent is:	You Will Receive:	If Your Date of Permanent Appointment to Sanitation Enforcement Agent is:	You Will Receive:
12/15/13 or after	not eligible	9/15/08 - 12/14/08	85.000 percent
9/15/13 - 12/14/13	70.000 percent	6/15/08 - 9/14/08	85.750 percent
6/15/13 - 9/14/13	70.750 percent	3/15/08 - 6/14/08	86.500 percent
3/15/13 - 6/14/13	71.500 percent	12/15/07 - 3/14/08	87.250 percent
12/15/12 - 3/14/13	72.250 percent	9/15/07 - 12/14/07	88.000 percent
9/15/12 - 12/14/12	73.000 percent	6/15/07 - 9/14/07	88.750 percent
6/15/12 - 9/14/12	73.750 percent	3/15/07 - 6/14/07	89.500 percent
3/15/12 - 6/14/12	74.500 percent	12/15/06 - 3/14/07	90.250 percent
12/15/11 - 3/14/12	75.250 percent	9/15/06 - 12/14/06	91.000 percent
9/15/11 - 12/14/11	76.000 percent	6/15/06 - 9/14/06	91.750 percent
6/15/11 - 9/14/11	76.750 percent	3/15/06 - 6/14/06	92.500 percent
3/15/11 - 6/14/11	77.500 percent	12/15/05 - 3/14/06	93.250 percent
12/15/10 - 3/14/11	78.250 percent	9/15/05 - 12/14/05	94.000 percent
9/15/10 - 12/14/10	79.000 percent	6/15/05 - 9/14/05	94.750 percent
6/15/10 - 9/14/10	79.750 percent	3/15/05 - 6/14/05	95.500 percent
3/15/10 - 6/14/10	80.500 percent	12/15/04 - 3/14/05	96.250 percent
12/15/09 - 3/14/10	81.250 percent	9/15/04 - 12/14/04	97.000 percent
9/15/09 - 12/14/09	82.000 percent	6/15/04 - 9/14/04	97.750 percent
6/15/09 - 9/14/09	82.750 percent	3/15/04 - 6/14/04	98.500 percent
3/15/09 - 6/14/09	83.500 percent	12/15/03 - 3/14/04	99.250 percent
12/15/08 - 3/14/09	84.250 percent	12/14/03 or earlier	100.000 percent

Conditions:

Service in titles other than the eligible title will not be given seniority credit, except as provided by law. No credit will be given for more than the actual amount of service an eligible has, except as provided by Section 243 of the NYS Military Law. Any employee who, pursuant to court order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Sanitation Enforcement Agent shall be given appropriate credit.

Note: See "EFFECTS OF A BREAK IN SERVICE " section, below.

The maximum score attainable for seniority is 100%.

Seniority and Veteran's Preference Credits will be awarded only to those candidates who pass the multiple-choice test.

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 a Admission Notice in the mail about 10 days before the date of the test. If you do not receive an Admission Notice at least 4 days before the test date, you must go to the 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.

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.

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 Computerized Testing Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 71682; Sanitation Enforcement Occupational Group.

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