



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

REQUIRED FORMS
APPLICATION FORM

BILL DE BLASIO  
 Mayor

STACEY CUMBERBATCH  
 Commissioner

# NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE SUPERVISOR OF SCHOOL SECURITY  
 Exam No. 4535  
 Amended Notice - April 16, 2014**

**WHEN TO APPLY:** From: March 5, 2014  
 To: March 25, 2014

**APPLICATION FEE: \$68.00**  
 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, June 14, 2014.

This Notice of Examination is amended to update information in The Test section.

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

**WHAT THE JOB INVOLVES:** Associate Supervisors of School Security, under general supervision, with latitude for the exercise of independent initiative and judgment, assist in the overall supervision of school security operations within an assigned major geographical area. They investigate alleged misconduct within the borough command; assist a borough commander in planning, directing and supervising school security operations; monitor, review and report on security operations; supervise a special unit, such as a citywide task force; meet regularly with school officials and community leaders to interpret and explain school security programs, respond to questions, and participate in discussions of school security issues; maintain liaison and attend high level meetings with other agencies, such as the Department of Education, District Attorney Offices and the Mayor's Office on school security matters; monitor the performance and attendance of school security staff; recommend administrative steps to improve attendance and performance; supervise and may perform administrative clerical support functions performed in a borough office; oversee the distribution, safeguarding and maintenance of communication equipment; identify training needs of school security staff and assist in the planning, coordinating, administering and evaluating of training programs; perform the duties of the supervisor in that person's temporary absence; may incidentally perform the duties of subordinate personnel; operate a motor vehicle; 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 \$56,407 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**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](http://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, or a 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 and Application 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  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> 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 and Applications Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://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 New York City Police Department 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 Supervisor of School Security; 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 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 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. Time served prior to a break in service of more than one year will not be credited.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time you are promoted 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.

**Special Patrolman Designation Requirement:** At the time you are promoted to this position, you must meet the 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).

You must maintain the above qualifications for the duration of your employment. (Please note that the Special Patrolman Designation requires you to maintain your New York City Residency.)

**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 receive 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. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the 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 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 Supervisor of School Security. Task categories to be tested are as follows:

**General Administrative Duties:** Communicating with the community, school officials, Borough Command and Central Headquarters, reviewing weekly changes to personnel roster and changes in assignment, and having meetings with outside agencies and Commanding Officer.

**Supervisory Duties:** Making field visits to school sites regarding security concerns, coordinating personnel for special details, discussing job performance with subordinates, monitoring attendance, training and development of Supervisors of School Security, and evaluating problematic areas and potentially dangerous conditions at events.

**Forms/Reports:** Preparation and reviewing of logs, forms, reports, and documents.

The test may include questions that require mastery of technical knowledge based on such materials as: Time and Leave; Code of Conduct/Disciplinary Actions; Uniforms/ Equipment Regulations; Radio Transmission Codes; Equal Employment Opportunity (EEO) Guidelines; Procedure for Counseling/Referral for Staff Substance Abuse/Personal Problems; Procedures for Training/Counseling for Staff Job Performance Problems; Chancellors' Regulations; New York City Police Department Civilian Handbook and Addendum to Civilian Handbook; Penal Law of the State of New York; Criminal Procedure Law of the State of New York; New York City Police Department Patrol Guide; New York City Police Department Interim Orders; New York City Police Department Administrative Guide; Department of Education School Safety Plan; Memos (49's) in Response to Headquarters; Scanning Protocol; Significant Incident Reports (Serious Assaults, Felonies, Rapes, etc); Supervisory (SSS) Tasks and Standards; FINEST Messages; and New York State Vehicle and Traffic Laws.

The test may also include questions that 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. This ability may be used when identifying causes of performance problems with subordinates.

**Quantitative Analysis & Interpretation:** Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data. May involve making projections. This ability may be used during COMSTAT (involves breaking down the who, what, where, when, how, and why of a crime.)

**Judgment & Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one; implementing a course of action determined by thinking analytically. While similar to Planning & Organizing, Judgment and Decision-Making are typically applied over a shorter time frame. This ability may be used when responding to a coverage issue presented by a School Safety Agent and the principal, and when deciding how to handle the situation.

**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. This ability may be used when a reorganization of the command is needed (i.e., redeploying Members of Service within the precinct and/or command to ensure adequate coverage for a large scheduled event).

**Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. This ability may be used when reviewing the Special Events sheet for special details and assignments.

**Management of Personnel Resources:** Motivating, developing and directing people as they work, identifying the best people for the job; managing employees needed to accomplish tasks. This ability may be used when coordinating personnel for special details such as protests, student rallies, and demonstrations.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. This ability may be used when ensuring the proper performance of Supervisors of School Security assigned under their supervision.

**Persistence:** Persisting in the face of obstacles until desired outcome is achieved; may modify goals if and when appropriate instead of giving up. This ability may be used when applying a counseling approach to elicit the most details and develop a solution for a School Safety Agent, as opposed to a formal approach.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand. This ability may be used when communicating with the community and school officials regarding issues of school security.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. This ability may be used when investigating circumstances regarding incidents such as assaults or injuries and arrests made by School Safety Agents.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. This ability may be used when responding to the hospital to ascertain the condition of a/an injured student, teacher, School Safety Agent, or other related personnel.

**Coaching & Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. This ability may be used when instructing newly appointed supervisors and when making sure the training supervisor is training agents appropriately.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. This ability may be used when working with outside agencies such as the Federal Bureau of Investigation (FBI) concerning incidents involving children or juveniles.

**Integrity:** Acting in an honest and ethical manner. This ability may be used when monitoring the distribution of notifications, such as summonses and legal bureau requests to Members of Service.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner. This ability may be used when communicating with the community and school officials regarding school security.

**Achievement/Effort:** Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks to reach set goals. This ability may be used when setting monthly crime rate goals.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks. This ability may be used when reviewing the Daily Force Strength figures.

**Updating and Using Relevant Knowledge:** Keeping up-to-date technically and applying new knowledge to the job. This ability may be used when reviewing COMSTAT Reports for crime and other incidents that occurred at various school sites.

**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 permitted; however, they must be hand-held, battery or solar powered, numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. 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 or after the test, your test score may be nullified, you may not receive your test results, and your application fee will not be refunded.

**Required Identification:** You are required to bring (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, State issued identification card, 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.

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 and Applications Center while you are taking the test.

**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.

**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 Notice at least 4 days before test date, you must go to the Examining Service Section, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice.

**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;
- (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, 1 Centre Street, 14<sup>th</sup> 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.

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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](http://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. 60821; School Security Occupational Group

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