



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATIONS CENTER
 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 PAINTER Exam. No. 1523 Amended Notice (September 26, 2001)

WHEN TO APPLY: From: October 1, 2001 **APPLICATION FEE:** \$60.00
 To: October 12, 2001 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, December 15, 2001.**

The Notice of Examination is amended to reopen filing period from October 1, 2001, through October 12, 2001.

WHAT THE JOB INVOLVES: Under general supervision, Supervisor Painters supervise, direct and are responsible for the work of painters and other assigned personnel in inside and outside painting of a general nature including all coats, filling, priming, matching colors and mixing paints; assign and lay out work for painters; inspect and check work progress in all stages of completion; examine the work of contractors, evaluate adherence to contract specifications and direct changes to conform to the contract; select proper type of ladder, scaffold, or platform for any particular job; take off quantities from plans and specifications; requisition required materials and equipment; keep records and make reports; and perform related work.

Some of the physical activities performed by Supervisor Painters and the environmental conditions experienced are: Unsanitary conditions; lifting heavy objects; standing for extended periods of time; walking, climbing, and stooping; exposure to chemical and bio hazards; low and high temperature conditions; and working at various heights.

(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 \$31.14 per hour (\$56,893 per annum for CUNY). 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 DCAS Applications Section, Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, to each employee of the New York City Health and Hospitals Corporation and to each employee of the City University of New York who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Painter; 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 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 and your test paper(s) will not be rated.

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 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 be on a Preferred List for the eligible title at the time of

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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.

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 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: ensuring that work meets professional standards; conducting surveys; assigning and laying out work for painters; selecting the proper equipment for the job; reviewing plans and /or color schedules; determining the materials, equipment and personnel needs for future jobs; job related calculations; identifying safety hazards; 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, 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 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; or for the HHC eligible list, by the Corporation; or for the CUNY eligible list, by the Vice Chancellor for Faculty and Staff.

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, 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.

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 Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York, The New York City Health and Hospitals Corp. and the City University of N.Y. are Equal Opportunity Employers.

Title Code No. 91873; Housing Maintenance and Custodial Group. Title Code No. 918730; N.Y. City Health and Hosp. Corp.

For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas

COMMENTS

Promotion to Supervisor Painter
EXAM. NO. 1523

Filing: September 5, 2001, through September 25, 2001.

This Notice of Examination is being compared to the previous Notice of Examination: Promotion to Supervisor Painter Exam. No. 0573, filing dates March 6, 1991 to March 26, 1991 and the class spec. dated 8.26.98.

1. WHAT THE JOB INVOLVES: There are no changes from the class spec.
2. TEST DESCRIPTION: Eliminated the essay part of the examination.
3. ADDITIONAL INFORMATION: Added Selective Certification section for foreign language (for Health and Hospital Corporation).

This exam. is administered for the City agencies, the Health and Hospitals Corporation and the City University of New York.

4. Meetings have taken place and telephone conversations have been held among the following people regarding this Notice of Examination.

Joseph Alonzo, Classification, New York City Housing Authority.
Charles Schwarz, UTEG, Department of Citywide Administrative Services.
Caren Alarcon, Health and Hospital Corporation.
Mark Smolensky, CUNY
Kathryn Cherry, CUNY.