



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
38-315 Senior Security Officer	11	\$40,587	\$10
	<i>Equated to</i> G-11	\$37,565 (Thruway Authority)	
38-313 Chief Security Officer	14	\$46,624	\$15

Written Test To Be Held
MARCH 2, 2019*

Applications MUST Be Submitted or Postmarked By
JANUARY 16, 2019

*In order to maintain adequate staffing levels in the appropriate facilities, you may be assigned to take your test on either Saturday, March 2, 2019, or Sunday, March 3, 2019. Your admission notice will tell you where and when you are scheduled to appear. You CANNOT request a specific date in advance or change your date once it has been assigned.

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm#Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Interdepartmental promotion examination open to all qualified employees of New York State.

For Promotion in State Departments, Facilities, and Agencies

- 1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments**

MINIMUM QUALIFICATIONS: On or before March 2, 2019, you must be a qualified employee of New York State and have had three months of permanent competitive or 55-b/55-c service as a:

For 38-315: Security Officer or Security Officer (Spanish Language).

For 38-313: Senior Security Officer.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before December 2, 2018, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

NOTES:

1. Continued employment as a Senior Security Officer or Chief Security Officer is dependent upon maintaining a current Security Guard Photo ID issued by the New York State Department of State. Failure to maintain this ID will result in removal from employment.
2. You may be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the job.
3. Some positions located in New York City require that appointees meet the requirements for deputization as a Special Patrolman, as described in Title 38, Chapter 13 of the New York City Rules.
4. At the New York State Department of Health, you would supervise and coordinate security services at one or more of the three laboratory locations: Biggs Laboratory at the Empire State Plaza, David Axelrod Institute in Albany and Griffin Laboratory in Guilderland, at times traveling between locations during assigned shifts. You may be expected to interact with State and federal law enforcement agencies and provide security services related to receipt of specimens and testing for critical agents. These positions involve shift work, nights, weekends and holidays. At the Department of Health, these positions may be exposed to potentially hazardous substances.
5. At the New York State Department of Labor, you would also confer with local office managers regarding the effectiveness of existing security programs. You may attend Safety and Health committee meetings and respond to their concerns in safety and protection of employees and customers.
6. At the New York State Education Department and the Department of Labor, you would also be required to keep abreast with current fire and safety codes for your facility and attend meetings with Tenant Safety Organization, Emergency Response Team, Building Management, and Office of Fire Prevention and Control, as required to ensure fire and safety codes are being properly applied.
7. At the New York State Workers' Compensation Board, you may attend and would be responsible to schedule officer coverage for Administrative Hearings in which you must maintain safety and decorum. You may travel and be responsible for and adhere to all duties described in posting as well as the Departments Safety and Security of persons procedures and Office of Security post orders.
8. **Travel Requirements:** Appointment to certain positions requires extensive travel within a designated area of assignment. Appointees to these positions may be required to operate a motor vehicle or otherwise demonstrate their capacity to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must possess a driver's license valid in New York State at the time of appointment and continuously thereafter. Field work and travel expenses are reimbursed on a fixed schedule.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:	For Examination Nos.	
	38-315	38-313
1. Preparing written material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.	X	X
2. Following directions (maps) – These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.	X	
3. Understanding and interpreting written material – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.	X	X
4. Principles and practices of safety and security – These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.	X	
5. Safety and security methods and procedures – These questions will test for knowledge of the methods and procedures utilized in safety and security. The questions will cover such areas as principles and practices of safety and security precautions in a building or grounds setting, accident prevention, proper response to safety or security related incidents, the investigation of incidents, and the inspection of buildings or grounds for potential safety and/or security problems.		X
6. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.	X	
7. Administrative supervision – These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.		X

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime Veterans' credits to your final passing score.

CREDIT FOR SENIORITY: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

DUTIES: Senior Security Officers, Grade 11, supervise Security Officers, Grade 8, assigned to busy and crowded State offices to enforce agency regulations and State laws regarding criminal trespass on State property, disorderly conduct and interference with governmental process and operations. The positions supervise patrol officers where entitlements, benefits and other determinations potentially adverse to clients are made, the building is regularly visited by large numbers of persons, or the facility is highly secure.

A **Chief Security Officer,** Grade 14, administers an agency's security program, or manages a portion of a large security program, and administratively supervises multiple Senior Security Officers, Grade 11.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

TEST GUIDE: A *Guide to the Written Test for the Safety and Security Series* is available on the Department website at <http://www.cs.ny.gov/testing/testguides.cfm>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. Click on "Promotion Examinations." NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.