



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 INFORMATION

APPLICATION

BILL DE BLASIO  
Mayor

EDNA WELLS HANDY  
Commissioner

# NOTICE OF EXAMINATION

## PROMOTION TO PARK SUPERVISOR

Exam No. 4516

**WHEN TO APPLY: From: January 2, 2014**

**APPLICATION FEE: \$68.00**

**To: January 22, 2014**

**THE TEST DATE:** The multiple-choice test is expected to be held on **Wednesday, April 30, 2014.**

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

**WHAT THE JOB INVOLVES:** Park Supervisors, under general supervision, perform supervisory work in the direction, operation, maintenance, and inspection of parks and park facilities. All Park Supervisors perform related work.

**Special Working Conditions:** Park Supervisors may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(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 \$53,293 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, 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 information. 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 & Applications 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

**The DCAS Computer-based Testing & Applications Centers will be closed on Monday, January 20, 2014.**

**Special Circumstances Guide:** This guide is 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) and available at the DCAS Computer-based Testing & Applications Centers. 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 Department of Parks and Recreation 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 Associate Park Service Worker, Associate Urban Park Ranger, Climber and Pruner, Forester, or Gardener; and
- (3) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the

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eligible title who have rehiring rights.)

The admission of employees in the titles of Associate Urban Park Ranger, Climber and Pruner, Forester, and Gardener are on a collateral basis and applies to this examination only. It is not to be considered a precedent for future examinations.

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

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.

**REQUIREMENTS TO BE PROMOTED:**

**Driver License Requirement:** At the time of appointment, eligibles must possess a motor vehicle driver license valid in the State of New York, and a Class B Commercial Driver License valid in the State of New York within one year of being appointed to this position. Serious moving violations, license suspension or accident record may disqualify you. This Class B Commercial Driver License must be maintained for the duration of your employment. Such license must not include any restrictions that would preclude the performance of Park Supervisor work.

**Drug Screening Requirement:** You must pass a drug screening in order to be promoted and you may be drug tested on a random basis after you are promoted.

**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. 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 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 knowledge and abilities determined to be important to the performance of the tasks of a Park Supervisor. Task areas to be tested are as follows: supervision, instruction and training of assigned staff; maintenance and operation of Parks facilities; monitoring and inspecting Parks facilities and equipment to ensure safe and efficient operating conditions and compliance with departmental rules and regulations; communication with departmental personnel, the community and the public; and administrative work including report writing and record keeping.

The test may include questions on departmental rules and regulations including field operations and the Parks Inspection Program; personnel rules and regulations, including Time and Leave policy, Standards of Conduct, disciplinary procedures, Health and Safety, etc.; vehicle operations; identification and use of tools and equipment; repairs and maintenance techniques of tools and equipment, including Safe Work Practices; job-related mathematical conversions and calculations; and standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

The test may also include questions requiring 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. Example: analyzes the strengths and weaknesses of staff.

**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. Example: makes inventory projections, statistical projection of possible sites for Operations and Management Planning (OMP) inspections.

**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. Example: makes job assignments, ensures that staff follow employee standards of conduct.

**Planning & Organizing** - Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: plans seasonal work assignments.

**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. Example: allocates the correct tools or equipment to specific 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. Example: staff development, motivates personnel to achieve assigned tasks.

**Monitoring** - Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action; overseeing the quality of performance. Example: supervises subordinates.

**Time Management** - Managing one's own time and the time of others in order to promote effective use of work hours. Example: plans special events while performing usual daily tasks.

**Stress Tolerance** - Accepting criticism and dealing calmly and effectively with high stress situations. Example: deals with conflicts between employees.

**Written Expression** - Appropriately communicating information and ideas in written words and sentences so intended audience will understand. Example: writes reports.

**Conflict Resolution** - Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: deals with complaints from public.

**Concern for Others** - Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration. Example: takes time to speak with employees with difficulties.

**Coaching & Mentoring** - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills. Example: trains employees in new procedures.

**Teamwork** - Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: works with crew on setting up a ballfield.

**Integrity** - Acting in an honest and ethical manner. Example: follows standards of ethical conduct.

**Attention to Detail** - Being careful about detail and thorough in completing work tasks. Example: performs inspection checks.

**Self Control** - Maintaining composure, keeping emotions in check, controlling anger and avoiding aggressive behavior, even in very difficult situations. Example: remains calm and professional in dealings with subordinates, management, and the public.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**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, you may not receive your test results, your test score may be nullified, 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.

**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 the test date, you must go to the Exam Support Group, 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 where you are an officer or employee of the City;
- (3) absence from the test within one week after 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 in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your exam.

**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 Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 81111; The Parks Operation and Maintenance Service.

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