



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

REQUIRED INFORMATION
APPLICATION

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO WARDEN (CORRECTION)
Exam No. 5509
Second Amended Notice - November 26, 2014

WHEN TO APPLY: From: September 3, 2014
 To: October 8, 2014

APPLICATION FEE: \$96.00
 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, March 7, 2015.

The Notice of Examination is amended to:
 (1) change the date of the multiple-choice test from December 20, 2014 to March 7, 2015; and
 (2) update the seniority chart accordingly.

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

WHAT THE JOB INVOLVES: This is a class of positions which encompasses both managerial and non-managerial assignments. This class of positions encompasses responsible administrative or supervisory correctional work of varying degrees of difficulty and with varying degrees of latitude for independent initiative and judgment. There are various assignment levels within this class of positions. The following are typical assignments within this class of positions. Under direction, Wardens (Correction) Level I assist in the administration of a large correctional facility or command by serving as Tour Commander and/or Commanding Officer of an assigned Department of Correction field command; serve as the Executive Officer of a smaller facility or command; serve as Training Officer at the Correction Academy; serve in a command function over such activities at a central office unit or the Transportation Division; 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 \$98,885 per annum. This rate is subject to change.

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 information. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com 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
 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 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."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the Department of Correction 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 Captain (Correction); 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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an admission notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded.

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

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 of Captain (Correction) 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 18 months. Time served prior to a break in service of more than one year will not be credited.

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

REQUIREMENTS TO BE PROMOTED:

Investigation: To be promoted, you must present all the official documents and proof required to qualify.

Drug Testing: All eligibles for promotion to Warden (Correction) will be required to submit to a drug test. Additionally, as a probationary Warden, you are subject to random drug testing during Academy Training. You may again be drug tested on a random basis after your probationary period is completed or as a prerequisite for assignment. Any member of the NYC Department of Correction found in possession of or using illegal drugs, or who fails, refuses, or attempts to evade a drug test, will be terminated. The NYC Department of Correction has a strict zero tolerance policy concerning illegal drug use.

Residency Requirement: The New York State Public Officers Law requires that at the date of promotion, you must be a resident of the City of New York or of Nassau, Westchester, Suffolk, Orange, Rockland or Putnam counties.

EDUCATION REQUIREMENT: If promoted, you will be required to possess, by the completion of the probationary period for Warden (Correction), 60 college credits from an accredited college or university, or an educational equivalent, as described below.

College education must be from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education, and by the Council for Higher Education Accreditation (CHEA). If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education in the United States.

All official documents and proof required to qualify (e.g., transcripts and/or foreign education credit evaluation) must be submitted directly by the college, university or evaluating service to the Personnel Division of the Department of Correction before the end of the probationary period. If you have previously submitted a transcript in connection with another Department of Correction promotional examination, you must resubmit a transcript, even if you have not earned any additional credits. Documents will not be accepted from individual candidates.

Any employee who graduated from the Correction Academy (Recruitment Training) will be deemed to have received college credits on the following basis and will not be required to submit a transcript to verify these credits:

Graduation Date:	College Credits Earned:
Before April 30, 1979	6 college credits
April 30, 1979 - August 31, 1995	13 college credits
September 1, 1995 - June 30, 1998	18 college credits
July 1, 1998 - Current	21 college credits

Also, any Captain (Correction) who has successfully completed the Captain's training course at the Correction Academy since April 30, 1979 will be deemed to have earned an additional three (3) college credits.

Educational Equivalent: Each year of experience as a Captain (Correction) may be substituted for 1.76 college credits up to a maximum of 25 years or 44 college credits. Work experience as a Captain (Correction) will be prorated in three-month increments only.

THE TEST: You will be given a multiple-choice test at a computer terminal or a paper and pencil test. 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 75% of your final score. Your seniority, awards, educational achievement, and training courses will determine the remaining 25%. You must pass the multiple-choice test to have your seniority, awards, educational achievement, training courses, and veterans' preference credit, if applicable, credited.

The multiple-choice test is designed to assess the extent to which the candidates have certain abilities and technical knowledge determined to be important to the performance of the tasks of a Warden (Correction) Level I. Task areas to be tested are as follows:

Oversees Facility Programs/Services and Inmate Movement: monitoring and follow-up of compliance with various consent decrees as they pertain to inmates, and operation of the facility.

Inspects, Searches, and Patrols: monitoring and supervision of searches of the facility.

Oversees Staffing and Assignments: allocation of staff, change in staff assignments, and monitoring fitness for duty of Correction staff.

Responds to Conflicts, Emergencies and Other Unusual Situations: direction and supervision of staff in conflicts and other emergencies and follow-up procedures.

Trains, Guides and Counsels: supervision of subordinate work performance, the provision of training and counseling when needed to subordinates.

Communicates Information: notifications and communication of information to and from appropriate staff to facilitate efficient work performance.

Reviews and Prepares Forms, Logs and Reports: preparation and review of forms, logs and other reports.

The test may include questions which require mastery of technical knowledge based on such material as the Department of Correction Rules and Regulations; Minimum Standards for NYC Correctional Facilities; Policy and Procedure Directives; General Orders; Operational Orders; Consent Decrees; Mental Health Minimum Standards; Health Care Minimum Standards; Court Mandates; and Mayor's Executive Order No. 16 (1978) as amended, in effect up to and including September 30, 2014.

The test also may 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: action that indicates 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.

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

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 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 the test site while you are taking the test.

Required Identification: You are required to bring one (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.

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.

SENIORITY AND AWARDS:

Method of computing seniority: Use the following chart to determine credit for seniority in the permanent eligible title of Captain.

If Your Date of Permanent Appointment as a Captain (Correction) is:	You Will Receive:	If Your Date of Permanent Appointment as a Captain (Correction) is:	You Will Receive:
3/8/15 or after	not eligible to take exam	12/8/09 - 3/7/10	80.000%
12/8/14 - 3/7/15	70.000%	9/8/09 - 12/7/09	80.250%
9/8/14 - 12/7/14	70.500%	6/8/09 - 9/7/09	80.500%
6/8/14 - 9/7/14	71.000%	3/8/09 - 6/7/09	80.750%
3/8/14 - 6/7/14	71.500%	12/8/08 - 3/7/09	81.000%
12/8/13 - 3/7/14	72.000%	9/8/08 - 12/7/08	81.250%
9/8/13 - 12/7/13	72.500%	6/8/08 - 9/7/08	81.500%
6/8/13 - 9/7/13	73.000%	3/8/08 - 6/7/08	81.750%
3/8/13 - 6/7/13	73.500%	12/8/07 - 3/7/08	82.000%
12/8/12 - 3/7/13	74.000%	9/8/07 - 12/7/07	82.250%
9/8/12 - 12/7/12	74.500%	6/8/07 - 9/7/07	82.500%
6/8/12 - 9/7/12	75.000%	3/8/07 - 6/7/07	82.750%
3/8/12 - 6/7/12	75.500%	12/8/06 - 3/7/07	83.000%
12/8/11 - 3/7/12	76.000%	9/8/06 - 12/7/06	83.250%
9/8/11 - 12/7/11	76.500%	6/8/06 - 9/7/06	83.500%
6/8/11 - 9/7/11	77.000%	3/8/06 - 6/7/06	83.750%
3/8/11 - 6/7/11	77.500%	12/8/05 - 3/7/06	84.000%
12/8/10 - 3/7/11	78.000%	9/8/05 - 12/7/05	84.250%
9/8/10 - 12/7/10	78.500%	6/8/05 - 9/7/05	84.500%
6/8/10 - 9/7/10	79.000%	3/8/05 - 6/7/05	84.750%
3/8/10 - 6/7/10	79.500%	3/7/05 or earlier	85.000%

No additional credit will be given for more than 10 years of service in the eligible title, nor will credit be given for more than the actual amount of service an eligible has except as provided by Section 243 of the State Military Law. Any person who, pursuant to Court Order or otherwise, has been accorded retroactive seniority by the Department of Citywide Administrative Services in the title of Captain (Correction) shall be given appropriate credit.

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

Awards: Use the following chart to determine the credit to be added for Department Honors and Attendance.

Honors

Departmental Medal of Honor.....	add 3.00%
Honorable Mention.....	add 1.75%
Exceptional Merit.....	add 1.50%
Commendation.....	add 1.00%
Meritorious Duty.....	add 1.00%
Excellent Duty.....	add 1.00%
Employee of the Month.....	add 1.00%
Employee of the Year.....	add 1.00%

Attendance

Perfect Attendance - each year (Maximum 5 years).....	add 4.00%
Good Attendance - 1 through 5 days of absence each year (Maximum 5 years).....	add 1.00%

Additional Credit for Educational Achievement*

Awarded JD/Ph.D. degree.....	add 3.00%
Awarded Master's degree.....	add 2.75%
Awarded Baccalaureate degree of 90-127 Credits Completed.....	add 2.50%
Awarded Associate degree or 61-89 credits completed.....	add 1.50%

Training Courses**

Training course(s) approved by the DOC resulting in a certificate of completion.....add 0.15%

*Credit for educational achievement will be granted for the highest level achieved and will be granted for only one educational level. Credit will be awarded for a degree awarded or courses completed from an accredited college or university.

**Credit will be awarded for successful completion of each training course, approved by the Correction Department, resulting in a certificate of completion in such areas as Sensitivity, Training, Substance Abuse, CPR, First Aid, Supervision, Conflict Resolution, Report Writing or a closely related area. A maximum of 1.50% will be granted for training courses.

Terms and Conditions Governing Credit for Departmental Awards, Educational Achievement and Training Courses:

- (1) Credit for awards, educational achievement, and training courses is granted in one successful examination only, i.e., an examination in which the participating candidate attains a place on the eligible list and from which list he or she is subsequently promoted and passes probation. Credit for awards, educational achievement, and training courses will not be split between two promotion exams. If a candidate previously reached the maximum on seniority, awards, educational achievement and training courses for other promotion exams by using less than the full value of an award, the remainder of the value of the award will **not** be granted on this examination.
- (2) Credit for awards, educational achievement and training courses must be used by the candidate in the first successful examination following acquisition and recognition of the award.
- (3) Each award is creditable as of the date the notice of award is signed by the Commissioner of Correction.
- (4) Only awards received prior to the date of the Written Test will be counted.
- (5) Credit for educational achievement and training courses will be granted only for credits, degrees or courses completed by **December 31, 2014**. Employees must submit documentation supporting educational achievement and training courses no later than **March 31, 2015** to the Personnel Division of the Department of Correction. Documentation submitted after **March 31, 2015** will not be accepted. Appeals requesting credit for educational achievement and training courses for which documentation is submitted after **March 31, 2015** will be denied.
- (6) The maximum credit attainable on awards, seniority, educational achievement, and training courses is 100%. Seniority, awards, educational achievement, training courses, 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 take the exam, eligibility to be promoted, or in the computation of seniority credits. Additionally, any time served prior to a break in service or more than one year will not be credited for those purposes.

Time on Preferred Lists: Time on a preferred list will be credited toward eligibility to take the exam, toward the 18 month August 28, 2014 eligibility requirement to be promoted, and in the computation of seniority credits. However, time on a preferred list will not be credited towards completion of the probationary period.

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, 14th Floor Manhattan, to obtain a duplicate notice, which you will receive unless there was a determination that you are not eligible to participate in the examination.

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.

ADDITIONAL INFORMATION:

Selective Certification: The eligible list resulting from this examination may be selectively certified to fill vacancies for males or females only based on a bona fide occupational qualification. When the eligible list is not selectively certified as stated herein, appointments will be made without regard to gender.

Probationary Period: As part of the probationary period, probationers will be required to successfully complete a prescribed training course. The probationary period for Wardens (Correction) promoted as a result of this examination will be one (1) year. However, the probationary period may be extended for an additional six (6) months if the educational requirement has not been met, or for other reasons.

Peace Officer Status: You must satisfy the requirements established by the State of New York for Peace Officers. You must meet and maintain the requirements for Peace Officer Status for the duration of your employment.

Firearms Qualifications: You must qualify and remain qualified for firearms usage as a condition of employment for the duration of your career. The methods, procedures and protocol for the firearms qualification test will be determined by the Department of Correction. A firearms qualification test will be administered annually to determine qualification. In addition, you must remain authorized to carry firearms under Federal and New York State statutes.

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(s) 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;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking this test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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 DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 70488; Correction Service.

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