



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

## NOTICE OF EXAMINATION

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

### SUPERVISOR OF STOCK WORKERS Exam No. 6008 (For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

**WHEN TO APPLY:** From: September 2, 2015

**APPLICATION FEE:** \$54.00

To: September 22, 2015

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, December 19, 2015.**

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

**WHAT THE JOB INVOLVES:** Supervisors of Stock Workers perform supervisory work of varying degrees of difficulty with regard to the operation of a storehouse, storage yard, storage unit, stores division or a section thereof. They may perform the duties of subordinates; may assume the duties of the supervisor in the temporary absence of that individual, or may serve as principal assistant to the supervisor. All Supervisors of Stock Workers perform related work.

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

Some of the physical activities performed by Supervisors of Stock Workers and environmental conditions experienced are: may be required to independently lift and carry objects weighing up to 70 pounds; may be required to stand up to seven hours per day; may be required, after training, to operate a fork lift, and/or other heavy machinery; and may be required to handle chemicals, flammable materials, and other toxic and hazardous substances.

(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 \$35,074 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment levels at the discretion of the agency.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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 unique and 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. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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 Saturday, September 5, 2015 and Monday, September 7, 2015.**

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (September 22, 2015). If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

**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 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."

**HOW TO QUALIFY: This is a computer-based Qualifying Education and Experience Test. Your experience will be evaluated online and you will receive immediate tentative results.** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score.

**Experience Requirements:** By the **last day of the Application Period** you must have:

Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

In order to receive credit for the one year of satisfactory experience in a **supervisory** capacity as described above, for each employment you must select that you have performed **at least seven (7)** of the tasks listed in the following Task Category of the **Supervisor of Stock Workers Task Inventory**:

<b><u>Task Category #</u></b>	<b><u>Task Category</u></b>
0100.0000	Supervises Staff Performing Storekeeping Activities. (14 Tasks)

In order to receive credit for satisfactory experience **performing storekeeping activities** as described above, for each employment you must have performed **at least 7 (seven)** of the tasks listed in **one** of the following Task Categories of the **Supervisor of Stock Workers Task Inventory**:

<b><u>Task Category #</u></b>	<b><u>Task Category</u></b>
0100.0000	Supervises Staff Performing Storekeeping Activities. (14 Tasks)
0200.0000	Performs Storekeeping Activities (12 Tasks)

The following is the complete **Supervisor of Stock Workers Task Inventory**. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

**Supervisor of Stock Workers Task Inventory**

**Level 1 Task Category:**

<b>0100.0000</b>	<b>Supervises Staff Performing Storekeeping Activities (14 Tasks)</b>
0100.0001	Prepares work schedules and plans employee work and work assignments.
0100.0002	Monitors and evaluates workers' performance and gives feedback; counsels workers regarding performance.
0100.0003	Determines and evaluates manpower needs and makes recommendations on staffing; conducts orientations and trains workers on stock methods.
0100.0004	Coordinates the physical work of unloading the carrier by staff with the paperwork involved in checking and inspecting the goods.
0100.0005	Communicates with vendors/suppliers and users regarding ordering goods, deliveries, stock availability, product defects, discrepancies, complaints, etc.
0100.0006	Pre-plans storage space for materials scheduled to arrive; prepares requisitions for stock replacement.
0100.0007	Expedites priority receipts; coordinates and/or authorizes emergency pick-up of goods by staff and emergency requisitions when necessary.
0100.0008	Ensures that incoming goods are checked against the purchase order and receiving documents and that inventory records are updated by staff.
0100.0009	Ensures that receipts involving shortage, overage or damage are handled properly by staff.
0100.0010	Develops and implements storage methods and procedures to provide ready access to all items, achieve sufficient movement of goods and good "housekeeping" results (i.e. clear aisles, clean floors, neat and orderly storage and safe working conditions) as per OSHA requirements.
0100.0011	Ensures that issued items are properly documented and inventory records updated by staff; reviews paperwork from staff and reconciles discrepancies.
0100.0012	Analyzes records of goods received, stored and disbursed; prioritizes and processes delivery orders; reviews shipping documents before processing for payment.
0100.0013	Calculates and adjusts maximum and minimum stock levels; initiates and expedites orders for stock items falling below the minimum stock level; completes receiving and inspection reports after received materials have been checked.
0100.0014	Prepares memos and reports including justification for equipment purchases.

**Level 2 Task Category:**

**0200.0000 Performs Storekeeping Activities (12 Tasks)**

0200.0001	Monitors and maintains minimum/maximum levels of inventory and makes recommendations to supervisors when low.
0200.0002	Performs general inspections of storage facility and recommends any needed corrective actions.
0200.0003	Evaluates the need for stock moving/storage equipment and makes recommendations for the purchase, replacement, repair and/or disposal of such equipment.
0200.0004	Researches user complaints about goods and services.
0200.0005	Adheres to storage methods and procedures to achieve maximum use of space and to achieve maximum protection of goods.
0200.0006	Meets with supervisor to discuss stock methods and procedures.
0200.0007	Performs ongoing physical inventory as directed.
0200.0008	Ensures that designated goods are rotated for FIFO (First In, First Out) and that materials are stored and stacked properly in designated locations.
0200.0009	Prepares list of obsolete/expired materials and coordinates for their disposition as directed by supervisor.
0200.0010	Ensures that items are retrieved from storage quickly and efficiently as called for in the picking requisitions.
0200.0011	Ensures that items making up a specific order are assembled, labeled, handled and packaged properly for shipping according to requisitions/pack slips.
0200.0012	Processes back orders and fills emergency orders expeditiously.

**You must include all your relevant experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (September 22, 2015) to complete and submit your Online Education and Experience Test by clicking on the “Final Submit” button or it will be automatically submitted after midnight on the last day of the Application Period (September 22, 2015).** Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are found “Not Qualified,” you will **not** be able to submit new or additional information about your experience online.

You will **not** receive credit for experience which you obtain after the end of the Application Period.

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

**English Requirement:** You must be able to understand and be understood in English.

**Proof of Identity:** Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

**THE TEST:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

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 Supervisor of Stock Workers. Task areas to be tested are as follows: managing personnel; general stock activities; specialized stock activities such as receiving, storing, order picking, assembly, packing and issuing, and shipping; paperwork; and communicating with suppliers and users.

The test may include questions on monitoring inventory, performing general inspections, developing and implementing storage methods, enforcing storage security procedures, stock activities, standards of proper employee ethical conduct, and other related areas.

The test may also include questions requiring the use of any of the following abilities:

**Management of Personnel Resources** - The ability to motivate, develop and direct people as they work; identify the best people for the job; and manage employees needed to accomplish tasks. Example: A Supervisor of Stock Workers may use this ability when training a new employee how to use an inventory system and stock methods.

**Problem Sensitivity** - The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: A Supervisor of Stock Workers may use this ability when a product that is backordered has been requested.

**Number Facility** - The degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be in steps in other operations like finding percentages. Example: A Supervisor of Stock Workers may use this ability when calculating the cost of an order.

**Information Ordering** - Correctly following a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: A Supervisor of Stock Workers may use this ability when receiving stock orders (i.e., checking goods against purchasing documents before updating inventory records).

**Written Expression** - Appropriately communicating information and ideas in written words and sentences so intended audiences will understand. Example: A Supervisor of Stock Workers may use this ability when completing a performance evaluation for staff.

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.

**ADMISSION NOTICE:** If you are marked "Qualified" on the Online Education and Experience Test, 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 Administration, Customer and Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**THE TEST RESULTS:** If you are found "Qualified" and pass the multiple choice test, 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

**ADDITIONAL INFORMATION:**

**Selective Certification for Automotive Parts Experience:** If you have one year of satisfactory full-time experience in handling, distribution and/or use of automotive parts in a retail, wholesale, military or automotive service facility, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

**Selective Certification for Fork Lift, Hi-Lo and Pallet Mover Experience:** If you have one year of satisfactory full-time experience operating a fork lift, hi-lo and/or pallet mover, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

**The above Selective Certification requirements may be met at anytime during the duration of the list.** If you meet this requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting on your correspondence.

**Promotion Test:** A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

**SPECIAL ARRANGEMENTS:**

**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 the test.

To request a make-up test, contact the Administration, Customer and 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 test.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

<b>Special Insert: Guide for Completing the Online Examination</b>
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This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee  
Employment/Work Experience  
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the application period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** meet qualification requirements in order to qualify for this examination. If you do **not** meet the qualification requirements, you will be found **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Employment/Work Experience section:** For each job you list you **must** fill out in detail all of the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%  
34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

**For each job, you must select the tasks you performed from the tasks listed in the drop-down menu.**

**Experience in a Supervisory Capacity:** In order to receive credit for the twelve months of experience in a supervisory capacity, for each job you must select at least **seven (7)** tasks from the tasks listed under Task Category #0100.0000. For example, if you select six (6) or fewer tasks from Task Category #0100.0000, the job will **not** receive credit.

**Experience Performing Storekeeping Activities:** In order to receive credit for experience performing storekeeping activities, for each job you must select at least **seven (7)** tasks from the tasks listed under **either** Task Category #0100.0000 **or** Task Category #0200.0000. For example, if you select six (6) or fewer tasks from Task Category #0100.0000 **or** six (6) or fewer tasks from Task Category #0200.0000 for a job, the job will **not** receive credit.

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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 & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 12202; Stores Occupational Group.

<b>For information about other exams, and your exam or list status, call 212-669-1357. Internet: <a href="http://nyc.gov/dcas">nyc.gov/dcas</a></b>
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