



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

REQUIRED FORMS
APPLICATION FORM

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

**SPECIAL OFFICER (HHC)
Exam Nos. 6334 & 6336
(For The New York City Health and Hospitals Corporation Only)
AMENDED NOTICE - SEPTEMBER 23, 2015**

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

The Notice of Examination is amended to reflect that beginning on September 28, 2015, the format of walk in exams has been changed to self scheduling. Therefore, the Notice of Examination has been amended to have sections updated to reflect the change to self scheduling.

WHEN TO APPLY: On the date of the test

Exam No.	Filing and Scheduling Period	APPLICATION FEE: \$47.00
6334	September 28, 2015 - November 30, 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.
6336	January 28, 2016 - April 30, 2016	

THE TEST SCHEDULE: Testing for the title of Special Officer (HHC) is anticipated to be held throughout the year depending on the hiring needs of the agency. Below is the schedule of testing from September 2015 - April 2016:

<u>Exam No.</u>	<u>Testing Period</u>
6334	September 1, 2015 - November 30, 2015
6336	February 1, 2016 - April 30, 2016

Monthly Schedule: A monthly schedule of the days and times of filing, scheduling and testing will be available within the week prior to the 1st day of each month at www.nyc.gov/dcass and at the DCAS Computer-based Testing & Applications Centers. Although the testing period for the exam numbers will be open for multiple months the available test dates and times for self-scheduling will be released on a monthly basis and specified on the monthly exam schedule.

DCAS COMPUTER-BASED TESTING & APPLICATIONS CENTERS: This exam will be administered at the DCAS Computer-based Testing & Applications Centers:

<u>Manhattan</u> 2 Lafayette Street 17 th Floor New York, NY 10007	<u>Brooklyn</u> 210 Joralemon Street 4 th Floor Brooklyn, NY 11201
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Seating is limited. Once the Computer-based Testing & Applications Centers are filled to capacity, no more candidates will be admitted. You are encouraged to take the test earlier in the month since there is generally more seating available at that time.

You may take the Special Officer (HHC) test at either location, but you may only take each exam number once. If you take a test with the same exam number more than once, only your first test will be rated and your additional filing fee will not be refunded.

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 **not** permitted. 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 a Computer-based Testing & Applications Center 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.

Test dates and times are subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

WHAT THE JOB INVOLVES: Special Officers (HHC) , under general supervision, perform Special Officer (HHC) work of ordinary difficulty and responsibility relating to physical security, safety, loss prevention and maintenance of order. They patrol designated areas of public buildings and surrounding areas to maintain order, preserve the peace, and safeguard life and property against fire, vandalism, theft, etc.; give routine information to visitors and clients and direct them to the proper individuals and offices; discourage and eject loiterers and disorderly persons and when appropriate, arrest and issue summonses to law violators on premises; transport, escort and/or arrange for transport of persons in custody to police precinct and have arrest recorded on police blotter; prepare and transmit all necessary documents relating to arrest; testify in court on arrests; report security instances and unusual occurrences by telephone or radio and make subsequent written reports; as required, provide assistance to the sick, injured, mentally and physically disabled, and call for ambulance and/or medical attention when necessary and complete and forward forms; record daily actions in memo book; maintain records of persons entering or leaving building outside regular hours of employment; keep bulletin board in their area current by adding and removing materials; may make clock rounds as required; may control vehicular traffic on grounds and/or premises; may operate a motor vehicle; monitor and report unusual events from security systems as required; distribute and maintain accountability for designated equipment or property; monitor and control access by the means of electronic security measures, such as closed circuit television; access control readers; may operate hydraulic access devices; attend, complete, and maintain training requirements as per State and Agency mandates; make written entries into location log book; and perform related work.

You may be required to work rotating tours or shifts, including nights, Saturdays, Sundays and holidays.

Some of the physical activities performed by Special Officers (HHC) and environmental conditions experienced are: working outdoors in all kinds of weather; walking and/or standing in an assigned area during a tour; driving or sitting in a patrol car during a tour while remaining alert; running after a fleeing suspect; climbing up stairs; may assist in carrying an injured adult; gripping persons to prevent escape; restraining a suspect by use of handcuffs; may be required to detect odors such as those caused by smoke or gas leaks; engaging in hand to hand struggles to subdue a suspect resisting arrest; being physically active for prolonged periods of time; understanding verbal communication over a radio with background noise; reading and writing under low light conditions; carrying or wearing heavy equipment.

(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 \$30,714 per annum. This rate is subject to change.

HOW TO APPLY: You may apply and schedule a reservation for a test date if you believe you meet the requirements in the "How to Qualify" section. To apply and schedule yourself for this exam you must do so through the Online Application System (OASys) at www.nyc.gov/examsforjobs. In order to apply and schedule yourself for this exam, you must have an OASys account. Once you create a new OASys account, you may submit an application and schedule yourself for this exam. However, all new OASys accounts require verification to ensure the accuracy of candidate information. Some new OASys accounts may require up to 24 hours to be reviewed and resolved during normal business hours. An email notification will be sent to you if additional information is required. Please keep this information and the application period deadline in mind when creating your account. You will receive an exam application and filing instructions when you arrive at a DCAS Computer-based Testing & Applications Center.

Follow the onscreen application instructions for making a reservation and electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email. 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>.

If you do not have access to a computer, you may apply and schedule a reservation for a test date online at one of the DCAS' Computer based Testing & Applications Centers. 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

For questions regarding scheduling and rescheduling refer to the Reservation and Rescheduling FAQs at <https://a856-eeexams.nyc.gov/OLEE/SeatReservation/FAQReservation.aspx>.

The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to attend to hear if the test is not being administered at that time. The recorded message will be heard after the "Thank you for calling" greeting. If there is no message regarding testing at the Centers, it means that testing will be administered as scheduled for that day.

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. Refer to the Special Test Accommodations Section at the end of this Notice of Examination for instructions on how to apply.

You will be given the test before we review your qualifications. 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.

HOW TO QUALIFY:

Education and Experience Requirements: By the **date of appointment** you must possess:

1. A four-year high school diploma or its educational equivalent, approved by a State's Department of Education or a recognized accrediting organization; or
2. An Individualized Educational Program (IEP) diploma and six months of full time work experience.

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. You will receive instructions from the appointing facility during the pre-employment screening process regarding the approved evaluation services that you may use for foreign education.

Age Requirement: You must have reached your 20th birthday by the date of appointment.

License Requirement: On the date of appointment as a Special Officer (HHC), you must possess a motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of your employment.

Character and Background: Pursuant to Criminal Procedure Law Section 2.10, the position of Special Officer (HHC) is designated as a Peace Officer position. Accordingly, proof of good character is an absolute prerequisite to appointment since eligibles must meet the requirements for Peace Officer status after successful completion of a prescribed training course. Therefore, you must reveal ALL arrests, convictions and pending charges that have occurred in your lifetime. This includes any material sealed, expunged, or set aside under Federal or State law, or juvenile delinquent or youthful offender adjudications. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) two or more convictions of an offense, where such convictions indicate disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

Peace Officer Training Certification Requirement: You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment. Attendance at annual recertification training is mandatory and a continuing condition of employment.

Medical and Psychological Requirement: In accordance with applicable Federal, State and local laws and regulations, the NYC Health and Hospitals Corporation has established medical and psychological standards for the position of Special Officer (HHC). Accordingly, all eligibles who have been offered a position will be required to undergo and pass medical and psychological examinations prior to the date of appointment to ensure that those medical and psychological standards have been met and that they can perform the essential functions of the position. During the medical examination eligibles will be subject to a drug screening test. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical and psychological examinations, and/or to perform the essential functions of the job.

Residency Requirement: Pursuant to N.Y.S. Public Officers Law, you must be a resident of the City of New York at the time of appointment, and you must thereafter maintain City residency as a continuing condition of employment.

Citizenship Requirement: Pursuant to N.Y.S. Public Officers Law, United States citizenship is required at the time of appointment.

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.

Assignment of Duties: Section 424-a of the NYS Social Services Law requires an authorized agency to inquire whether a candidate selected for employment who will have regular and substantial contact with children is, or has been, the subject of an indicated child abuse and maltreatment report on file with the Statewide Central Register for child abuse and maltreatment. Statewide Central Register checks will be obtained as part of the background screening process for selected candidates. Candidates who have been the subject of an indicated child abuse and maltreatment report may not be hired or assigned to any position that requires regular and substantial contact with children.

The Protection of People with Special Needs Act: Article 20 of the NYS Executive Law and Article 11 of the NYS Social Services Law require an authorized agency to inquire whether a candidate selected for employment to a position with the potential for regular and substantial contact with vulnerable persons with special needs has been found responsible for serious or repeated acts of abuse and neglect through a check of the Staff Exclusion List maintained by the NYS Justice Center for the Protection of People with Special Needs. Candidates who have substantiated/indicated cases on file with the Staff Exclusion List will not be hired or assigned to such a position.

THE TEST: You will be given a multiple-choice test at a computer terminal. 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 will include questions which may require the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. A Special Officer (HHC) might use this ability when reviewing a report.

Written Expression: using English words or sentences in writing so that others will understand. A Special Officer (HHC) may use this ability when reviewing or creating an incident report and recording daily logs.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. A Special Officer (HHC) might use this ability when recalling details for an unusual occurrence report.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem. A Special Officer (HHC) may use this ability when preserving the peace, providing assistance to the sick, injured, or mentally and physically disabled.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. A Special Officer (HHC) might use this ability when deciding if an individual caught vandalizing property should be arrested.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. A Special Officer (HHC) may use this ability to discourage loiterers and disorderly persons.

Information Ordering: following correctly 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. A Special Officer (HHC) might use this ability when deciding what the next appropriate action to take when providing medical assistance to an individual who is physically injured.

Spatial Orientation: is the ability to tell where you are in relation to the location of some object or to tell where the object is in relation to you. A Special Officer (HHC) may use this ability to clock rounds and control vehicular traffic on grounds and/or premises.

Visualization: is the ability to imagine how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out. A Special Officer (HHC) might use this ability when being asked to compare a photo of a crime scene when testifying in court.

THE TEST RESULTS: If you 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, 14th 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 those positions requiring a Class A, B, or C Commercial Driver License: If you have a Class A, B, or C commercial driver license that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. This license must be maintained for the duration of your employment. Follow the instructions given to you on the day of the test to indicate your interest in such Selective Certification.

Selective Certification for Foreign Language and/ or American Sign Language: If you can speak Albanian, Arabic, Bengali, Chinese (Cantonese), Chinese (Mandarin), French, German, Greek, Haitian/ Creole, Hebrew, Hindi, Hungarian, Italian, Khmer, Korean, Polish, Portuguese, Russian, Spanish, Tagalog, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and you/or you know American Sign Language, you may be considered for appointment to positions regarding this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for

positions requiring this ability. Follow instructions in Section D of the Education and Experience Test to indicate your interest in such Selective Certification.

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, 14th 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.

Investigation: This position is subject to investigation before appointment. At the time of investigation, you will be required to pay a \$75.00 fee for fingerprint screening.

At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of a high school diploma or equivalent, date and place of birth by transcript of record of the Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, and proof of any military service. Any willful misstatement or failure to present any required documents will be cause for disqualification. Investigation must be completed prior to appointment.

Reemployment of Public Service Retirees: HHC has promulgated rules regarding the re-employment of persons who have already retired from public service. Any such retired person is advised to consult with HHC Human Resources Management, Office of Certification and Examination at (212) 788-3568 to determine whether he or she would be eligible for appointment from an eligible list established for this examination.

Probationary Period: You will be required to complete a minimum probationary period of one year, during which time you will be required to successfully complete all components of the prescribed Peace Officer training course, to which reference is made in the "How to Qualify" section above.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability, do not apply for an exam and self-schedule through OASys. If you apply for an exam and schedule yourself for a test date using OASys, you will have no other opportunities to request a special accommodation for that test. You must submit your application and a written request for the specific special accommodation to the Administration, Customer and Exam Support Group by e-mail at testingaccommodations@dcas.nyc.gov or by fax at (212) 313-3241. Please refer to the Special Circumstances Guide http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf for information on what to include in your request. Your request must be received at least fifteen business days before the date of 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.

This examination is for positions with Health and Hospitals Corporation (HHC) only. If you would like to apply for Special Officer in City agencies, you must submit a separate application and fee for Exam No. 6333 from September 1, 2015 through November 30, 2015 and Exam No. 6335 from February 1, 2016 through April 30, 2016.

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 the DCAS Computer-based Testing & Applications Centers.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 708100; The Special Officer (HHC) Occupational Group

For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcas