



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE PARK & RECREATION MANAGER

Exam. No. 9513

SECOND AMENDED NOTICE - November 15, 2000

WHEN TO APPLY: From: August 2, 2000
To: September 26, 2000

APPLICATION FEE: \$50.00
Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on **January 20, 2001.**

The Notice of Examination is amended to change the date of the multiple choice test from Saturday, November 18, 2000 to Saturday, January 20, 2001.

WHAT THE JOB INVOLVES: This is a management class of positions with several assignment levels. Administrative Park & Recreation Managers, under general direction, with varying degrees of latitude for the exercise of independent judgement, are responsible for maintenance and operations, technical services and/or recreation programs, projects and activities for various Parks and Recreation properties and facilities; or perform assignments equivalent to those described. All personnel 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: Appointments will be made at a salary consistent with the managerial pay plan.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

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) is permanently (not provisionally) employed in or appears on a preferred list for the title of Principal Park Supervisor, Supervisor of Parks Maintenance and Operations, or Recreation Supervisor; and
- (2) is not otherwise ineligible.

If you do not know your permanent title or whether you are on a preferred list, check with **your agency's personnel office**. If you are marked "not eligible", your application fee will not be refunded.

You may be given the test before a review of your eligibility.

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 an eligible title at the time of promotion. Additionally, you must have served permanently in an eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM(S):

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice In-Basket test. 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 the City of New York 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 In-Basket test is intended to measure abilities in the following areas: decision-making and problem solving; supervisory/management control; adherence to and interpretation of Parks and Recreation rules and regulations; written expression; planning, organizing and prioritizing; 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 will assess managerial abilities. A passing score on the test will satisfy the requirement that the candidates pass a qualifying test for entry into the Managerial Service.

REFERENCE BOOKLET: A REFERENCE BOOKLET will be mailed to each applicant for this examination approximately four weeks prior to the date of the written test. Candidates who do not receive a copy of the REFERENCE BOOKLET by October 31, 2000, may obtain a copy by appearing at the DCAS Examining Service Section, 1 Centre Street, Room 1448, New York, NY 10007, Monday through Friday during normal business hours, from November 1, 2000 through November 10, 2000. To obtain the REFERENCE BOOKLET, candidates will be required to appear in person and provide their social security number and proof of their identity. CANDIDATES MUST BRING THE REFERENCE BOOKLET TO THE TEST. REFERENCE BOOKLETS WILL NOT BE PROVIDED AT THE TEST SITE.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (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 Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 10072; The Managerial Service.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: www.nyc.gov/html/dcas**