



# EXAMINATION NOTICE

The City University of New York Announces a Promotional Civil Service Examination.

## Promotion to Assistant Principal Custodial Supervisor, Exam #2083

Filing Period Opens:	<b>Friday, April 26, 2024</b>
Filing Period Closes:	<b>Tuesday, May 28, 2024</b> Applications and all other required documents, including payment of filing fee, <b><u>must be received</u></b> (not postmarked) by 11:59 pm Eastern Standard Time (EST) on Tuesday, May 28, 2024.
Written Test Dates:	<b>You will be given an online exam. Testing will be held:</b> <b><u>June 17, 2024 through June 21, 2024</u></b> You will select your test date and time using an online scheduling system, as explained in the <u>Examination Process</u> section below. You will take the exam using your own computer with a high-speed internet connection, a microphone, a webcam and a Windows or Apple operating system. <u>You <b>must</b> use Google Chrome or Mozilla Firefox as your browser for this testing session.</u>
Filing Fee:	<b>\$61, non-refundable</b> , unless a fee waiver is granted. For more information, see <b><i>Fee Waiver</i></b> in the <b><i>Application Process</i></b> section.
Salary:	<b>New Hire Minimum: \$41,670</b> <b>Incumbent Minimum: \$47,088</b> <i>Annual salaries are subject to adjustment by recent collective bargaining agreement between CUNY and DC37.</i>

### Eligibility to Take Examination

This examination is open to each City University of New York (CUNY) employee who, on the last date of the filing period (May 28, 2024), holds a:

1. permanent (not provisional) competitive appointment for the title of Senior Custodial Supervisor; **AND**
2. is not otherwise ineligible.

**Note:** Employees with a permanent or probable permanent appointment for the title of Senior Custodial Supervisor (whether active or on leave) are eligible for this promotional examination (see the ***Eligibility to be Promoted*** section for more information).

**You are responsible for determining whether 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.

## **Eligibility for Employment**

Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986 and the Immigration and Nationality Act.

## **Description of the Job**

Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate ground; performs related work.

### **General Work Tasks:**

- Is responsible for the custodial work at a college entailing supervision of a large group of subordinate employees; oversees senior custodial foremen, custodial foremen, cleaners and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, cleaning sidewalks, gathering and disposing of refuse.
- Inspect buildings to note general condition and necessity for repairs.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

## **Application Process**

**By the last day of the application period (May 28, 2024), you must:**

1. **Eligibility:** Meet the requirements in the *Eligibility to Take Examination* section above.
2. **Application:** Complete the entire application either online or on paper. The application website is <https://cuny.cpshr.us> or [www.cuny.edu](http://www.cuny.edu). At [www.cuny.edu](http://www.cuny.edu) click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Promotion to Assistant Principal Custodial Supervisor, Exam #2083" for the exam notice, or click on the *Exams Xpress* link at the right side of the page.

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

**DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.**

Otherwise, mail payments and completed paper applications to:

**CPS HR Consulting  
Attn: Promotion to Assistant Principal Custodial Supervisor, Exam #2083  
2450 Del Paso Road, Suite 160  
Sacramento, CA 95834**

**Applications and all other required documents, including payment of filing fee, must be received (not postmarked) by 11:59 pm Eastern Standard Time (EST) on Tuesday, May 28, 2024.**

- 3. Attestation:** As a part of the application, you must attest to your understanding that cheating, misrepresenting your qualifications, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.
- 4. Filing Fee:** Pay the **non-refundable filing fee of \$61**, via credit/debit card or U.S. Postal or bank money order, or certified check (made payable to *The City University of New York*) or complete the Fee Waiver Request (see “5. Fee Waiver” below). No personal checks will be accepted. Submission of fees will not be accepted after the close of the filing period. **The filing fee will not be refunded if you are found Not Eligible on this examination.**

**Payment of filing fee must be received (not postmarked) by 11:59 pm Eastern Standard Time (EST) on Tuesday, May 28, 2024.**

- 5. Fee Waiver:** Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for this waiver, you must be a veteran of the US armed forces **or** have a *demonstrable* financial hardship **and** complete the “*Application Fee Waiver Request and Certification Form.*” Your waiver request form **and supporting documents** **must** be submitted along with your application.
- 6. Location Preference:** Applicants must select, at the time of application, which of the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the five (5) boroughs **MAY** be created. When the borough eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate’s home address on the application.
- 7. English Language Proficiency:** All candidates must demonstrate the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for the job. English proficiency will be evaluated at the time of interview.

### **Accommodations**

- 1. Disabilities:** Accommodations for the online written test are available for persons with a verified disability. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s impairment must complete the indicated section of the form. Information regarding applicant’s disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing. Applicants or their representative must download a “Request for Accommodation” form from the website (<https://cuny.cpshr.us/>), complete it, and send it with suitable documentation to the address listed previously (or provide via e-mail) by the close of the filing period.
- 2. Religious Observances:** You may sign up for any available testing session for the online exam that meets your schedule and religious practices. If the only available testing sessions fall on a day of the week on which you are unable to participate due to a sincerely-held practice of your religious beliefs, you may submit a Request for Accommodations to the address listed previously in a signed statement on letterhead from the applicant’s religious leader certifying to your religious observance to sit for the written test on an alternate examination date.
- 3. Emergency Situations:** Emergencies that will not permit you to attend your scheduled written test are death in the immediate family; unforeseen hospitalization; military service activation; or mandated court attendance. These must be documented in advance except for hospitalization or a death in the family. An alternative examination date, if warranted, may be scheduled for you. If a reschedule is needed, you must contact CPS HR immediately. Verifiable documentation is required. You may contact CPS HR Consulting at (866) 864-1072, Option 5. A determination will be made if you will be scheduled for an alternate test date.

## **Examination Process – The Written Test (100% of Final Ranked Rating)**

1. **Exam Date:** The written test will be administered at various times during the dates listed at the top of this Examination Notice. You will select the date and time of your written exam based on an online scheduling system, to which a link will be provided via e-mail approximately 5-7 days before the testing period begins. If you do **not** receive an email at least 3 days before the testing period begins, please e-mail **CPS HR** at [cunysupport@cpshr.us](mailto:cunysupport@cpshr.us). **You will have the option to change your selected test date up to 72 hours in advance of the last testing session offered.** You will be allowed 2½ hours to answer the multiple-choice questions; however, please set aside more time to sign in, verify your identity, etc.
2. **Exam Administration:** The examination will be administered online via computer and proctored using remote proctoring services. You will be required to schedule your online examination session with our partner, **ProctorU**, using a personalized invitation e-mailed to you from [noreply@proctoru.com](mailto:noreply@proctoru.com). **You must schedule your online exam at least 72 hours in advance of your desired testing time frame.** You must present a valid or current government-issued photo ID to be admitted into the online examination session.

All candidates are required to test alone in a quiet, distraction-free area of their choice using their own reliable computer with a high-speed internet connection, a microphone, a webcam, and a Windows or Apple operating system. **You must use Google Chrome or Mozilla Firefox as your browser for this testing session.**

Using a networked computer system (such as one at a typical workplace) will require more steps to connect to the proctoring service and will be dependent on your permissions to access certain websites by your employer. It is recommended that you use your own personal equipment. You may visit <https://www.proctoru.com/live-plus-resource-center> prior to your scheduled test date to test your equipment.

**Any accommodation requests must be made in advance** (see the *Accommodations* section above for more information regarding these requests).

If you do **not** have the required equipment, please e-mail **CPS HR** at [cunysupport@cpshr.us](mailto:cunysupport@cpshr.us) to make arrangements within three (3) days of receipt of your invitation to schedule the online exam session.

3. **Calculator:** A calculator is permitted and will be provided for the written exam. You will have access to a basic, non-programmable calculator within the exam platform. Candidates are not allowed to use any other calculator.
4. **Cell phones, smart watches, or other electronic devices will not be permitted.**
5. **Scoring:** The online written test will determine your score. The minimum passing final score is 70.
6. **Subject of Examination:** This examination consists of a written test. The written test will comprise 100% of final ranked scores. Candidates must achieve a passing score on the written test to be placed on the eligible list.

The multiple-choice (written) test is designed to assess the extent to which candidates have the relevant knowledge, skills, and abilities determined to be important to the performance of the tasks of an Assistant Principal Custodial Supervisor. The test will assess the following content areas:

**Supervision:** Best method to communicate with, to coordinate, develop and evaluate staff.

**Custodial Materials and Equipment:** Proper use of materials and equipment to complete assigned work in an appropriate manner.

**Custodial Procedures and Work Methods:** Follow proper procedures and work methods to complete assigned work in an appropriate manner.

**Record Keeping:** Records of material used, needed and ordered. Maintaining inventory of supplies.

**Safe Work Practices:** Knowledge of general safety practices; safe usage of tools and equipment; proper usage of safety equipment; identification of potential safety hazards.

### **After the Exam**

1. **Eligible List:** A CUNY Civil Service list of eligible candidates will be established and candidates will be notified of their scores. Lists are established for one year and may be extended up to three additional years, for a maximum of four years. Each candidate's final score will be determined by the Written Exam Score and any veteran preference awarded (see *Veteran's Credit* section below). The final score will determine the order in which candidates are certified from the eligible list for vacancies. CUNY's active civil service lists may be viewed online at:

<http://www.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists>.

2. **Filling Vacancies:** The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in list number order which will be determined by the order of their final score and the 5<sup>th</sup> digit of their social security number. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.
3. **Probationary Period:** Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.

Effective September 7, 2023, Civil Service Law Section 6.3 was amended so that all time spent as provisional employee shall be credited toward the probationary period that is required upon permanent appointment to the same in-title position. The permanent position must be immediately following the provisional position.

### **Veteran's Credit**

1. **Veteran's Credit** - If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have had full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or Disabled Veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the electronic application process, download the form, and complete it. Veteran's Credit or Disabled Veteran's Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. **If you submit a request for Veteran's Credit by mail, it is strongly recommended that you maintain proof of mailing your request.**
2. **Deadline for Claiming Veteran's credit:** You must submit all supporting documentation of your claims of veteran preference credit or legacy credit eligibility before the establishment of the eligible list. Veteran and Legacy credit forms are available at: <https://cuny.cpshr.us>. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentation.
3. **Change in Disabled Veteran's Credit Eligibility:** Article 5, section 6 of the New York State Constitution was amended to entitle veterans who have used veterans' credits for a Civil Service

appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment, which is effective January 1, 2014, provides additional veteran credits to veterans who used non-disabled veterans' credits to obtain a civil service appointment or promotion with New York State or a local government, and, subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law. For more detailed information, please visit <http://www.cuny.edu/employment/civil-service.html>.

### **Additional Information**

- A. **Release of Failing Test Scores:** Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."
- B. **Method of Contact / How to Update Contact Information:** E-mail is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: [Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu).
- C. **All candidates must meet the Eligibility Requirements at the time of application.** A candidate who does not meet the Eligibility Requirements at the time of application for this title will be disqualified. Candidates who have been deemed ineligible and already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification.
- D. **Eligibility for Employment:** All candidates must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act. Proof of meeting the above requirements is necessary at the time of application. You will be asked to provide proof of having met these requirements.
- E. **Candidate's Responsibility:** It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation for claims of veteran/disabled veteran, foreign education and/or requests for fee waiver.
- F. **Appeals:** Candidates may file a "Stage I" appeal of certain aspects of an examination. The candidate must provide supporting evidence for reason(s) for appealing. Please see the CUNY website for more information on *Stage I Appeal of Test Results or Disqualification* at: <https://www.cuny.edu/employment/civil-service/appeal-procedure>.
- G. **Civil Service at CUNY:** More information about civil service at The City University of New York is available on our website at: <https://www.cuny.edu/employment/civil-service>.

H. For further information regarding this examination: Applicants or their representatives may email [Classified.Centex@cuny.edu](mailto:Classified.Centex@cuny.edu).

**Applications, filing fee and official documents must be received (not postmarked) by CPS HR by 11:59 pm Eastern Standard Time on Tuesday, May 28, 2024.**

**Late or incomplete applications will not be accepted (regardless of postmark date) if received after 11:59 pm Eastern Standard Time on Tuesday, May 28, 2024.**