



## EXAMINATION NOTICE

The City University of New York Announces an  
Open Competitive Civil Service Examination for

### **Campus Security Assistant Exam #2059**

**AMENDED NOTICE – October 4, 2023**

**The Notice of Examination has been amended to change the time period that candidates must wait to re-take the exam from 2 years to 6 months. This change is retro-active to December 9, 2019.**

Filing Period Opens:	<b>Monday, December 9, 2019</b>
Filing Period Closes:	<b>This is a continuous recruitment position.</b> <u>You may take the exam only one time during a six-month period</u> (6 months from your application date). If qualified, you may remain on the eligibility list for a two-year period.
Filing Fee:	<b>\$40.00</b> , <u>non-refundable</u> filing fee, 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.
Starting Salary:	<b>New Hires: \$31,946.00</b> <i>Annual salaries are subject to adjustment by recent collective bargaining agreement between CUNY and the International Brotherhood of Teamsters.</i>
Benefits:	New York City Health Benefits, New York City Employees' Retirement System (NYCERS) Membership, IBT Local 237 Welfare Fund Benefits, and CUNY Tuition Waiver. All benefits subject to limitations and collective bargaining agreement.

#### **Description of the Job**

In accordance with the policies of The City University of New York and individual colleges/units, and under supervision, incumbents perform duties supporting campus/location public safety and security. Campus Security Assistants work closely with Campus Peace Officers, but do not receive Peace Officer status. This is a full-time position working a 40-hour workweek.

#### **Minimum Qualifications**

In order to qualify to take the exam, on the **date of your application**, you must have:

1. A valid New York State Security Guard License; **AND**
2. A High School Diploma or its educational equivalent **AND**
  - a. At least one (1) year of satisfactory, full-time work experience; **OR**
  - b. At least one (1) year of U.S. Military service; **OR**
  - c. An associate's degree or completion of at least 60 college credits (with a minimum GPA of 2.0) from an accredited college or university; **AND**
3. United States Citizenship or Permanent Resident status.

**English Language Proficiency:** The ability to speak, read, write, and comprehend the English Language well enough to meet the minimally acceptable performance standards set for the job tasks.

**CUNY considers full-time work to be at least 35 hours per week.** Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period (e.g., two month's related work experience at 20-34 hours per week equate to one month's full-time related work experience.) Part-time experience of fewer than 20 hours per week will **NOT** be credited at all.

**You are responsible for determining whether 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 a score.

### **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.

Candidates who receive conditional appointment **must** also meet requirements A and B below and **may** be required to meet requirement C where applicable.

- A. Candidates must meet medical requirements as defined in University examination standards. Candidates must pass a screen for drug usage. They may be required to demonstrate physical readiness for performing job tasks.
- B. Candidates must also undergo a background check, including fingerprint screening.
- C. For certain positions, a Driver's License valid in the State of New York may be required.

### **Job Duties**

In accordance with the policies of The City University of New York and individual colleges/units, and under supervision, incumbents perform duties supporting campus/location public safety and security. Campus Security Assistants work closely with Campus Peace Officers, but do not receive Peace Officer status. This is a full-time position working a 40-hour workweek.

#### **General Work Tasks:**

##### **Post/Patrol Duties**

- Observe campus activities, reporting suspicious behavior and other incidents to Central Dispatch and/or a ranking officer within Public Safety.
- Act as a First Responder to alarms and calls for service.
- Enforce college rules and regulations as specified in Standard Operating Procedures.
- Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College's access policy.
- Answer department telephone lines, including emergency calls.
- Provide travel directions to college and campus buildings, offices, and services
- Accept items to the campus Lost & Found.
- Occasionally, at some colleges, drive a college vehicle to provide a driving or walking safety escort or to assist the campus public safety officer during emergency transport off campus and other events on campus as specifically assigned (a valid driver's license is required for this purpose).

##### **Administrative Duties**

- Maintain a personal record (memo book) of daily job activities and incidents in the manner determined by the Campus Public Safety Director.
- When assigned, carefully monitor the premises through the campus CCTV system.
- Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.
- Act as central dispatcher, when assigned.
- When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
- Maintain radio contact with the department's Central Dispatch

## **Application Process**

This is a continuous recruitment position. **By the date of your application, you must:**

1. Meet the minimum qualifications (see the *Minimum Qualifications* section above).
2. Have a copy of your high school diploma, GED, college degree and/or college transcript(s) (copies) sent directly to CPS HR Consulting. All scores will be conditional upon receipt and review of this document. CPS HR Consulting will **only** accept education documents sent by one of the following methods:

**By e-mail:** Scan a copy to: [cunysupport@cpsshr.us](mailto:cunysupport@cpsshr.us)  
Subject of email: Campus Security Assistant, Exam #2059

**OR**

**By mail:** CPS HR Consulting  
ATTN: Campus Security Assistant, Exam #2059  
2450 Del Paso Road, Suite 160  
Sacramento, CA 95834.

**OR**

**By FAX:** Scan a copy to: (916) 561-7230  
Subject on FAX cover page: ATTN: Campus Security Assistant, Exam #2059

3. **Application:** Complete the entire application either online or on paper. The application website is <https://cuny.cpsshr.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 "Campus Security Assistant, Exam #2059" 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: Campus Security Assistant, Exam #2059**  
**2450 Del Paso Road, Suite 160,**  
**Sacramento, CA 95834**

4. **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.
5. **Filing Fee:** Pay the **non-refundable filing fee of \$40.00**, 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 "6. 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 fail this examination.**
6. **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 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.
7. **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 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.

### **Examination Process - Online Work Experience Test (100% of Final Ranked Rating)**

**Online Work Experience Test:** The **Online Work Experience Test** will determine your final score. The test asks you about specific work activities you may have performed during your career. You will be asked to assess your level of experience performing each activity and to assign a rating for each activity. It is critical that you be as accurate in your assessment as possible. Your ratings will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process. All passing scores will be banded.

The examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules, and regulations dealing with the preparation of examinations will apply to this examination.

### **After the Exam**

1. **English Language Proficiency Evaluation:** Candidates who meet the qualification requirements will have their English proficiency evaluated. Candidates must pass the English Language Proficiency Evaluation in order to be placed on the eligible list.
2. **Eligible List:** This is a continuous recruitment exam. Therefore, the CUNY Civil Service list of eligible candidates does not expire. Candidates will be notified of their scores and placed on the list for a period of two years. Each candidate's final banded score will be determined by the Online Work Experience Test score plus any veteran preference and/or legacy credits awarded (see *Veteran and Legacy Credit* section below). The final banded 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>
3. **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.
4. **Selected Candidates:** Candidates selected will be given a conditional offer of employment, subject to successful completion of a background investigation and fingerprint screening. Work history, education and possession of required licenses must also be verified before appointment. Candidates are required to pay the fees for fingerprinting. A conviction record will not necessarily disqualify you from the position for which you are applying. Each record will be reviewed in accordance with guidelines established by the University and in accordance with New York State Law. Failure to tell the truth will, when discovered, automatically result in your elimination from consideration or your termination if you have been appointed.
5. **Probation:** 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.
6. **Requirements of Employment:** Continued employment as a Campus Security Assistant is contingent upon the satisfactory completion of training courses/programs prescribed by the Vice Chancellor for University Human Resources and/or the University Director of Public Safety. All Campus Security Assistants are subject to random drug screening.

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## **Veteran and Legacy Credit**

1. **Veteran 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. Effective January 1, 1998, the NY State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.
2. **Legacy Credit** - If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

- a. **For Parent Legacy Credit:** if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
- b. **For Sibling Legacy Credit:** if candidate's sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application but **must** be requested no later than the day before the eligible list is established.

If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS HR Consulting Services, prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to: CPS HR Consulting, ATTN: Campus Security Assistant, Exam #2059, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.

**Note on Legacy Credit Usage:** You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

3. **Deadline for Claiming Veteran and/or Legacy 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.
4. **Change in Disabled Veteran 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. **Separate Municipal Employer:** Please note that because the City University of New York (CUNY) is a separate employer, employees of New York City agencies **cannot** transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority and time and leave accruals is his/her date of appointment to CUNY. New York City residency is not required for employment in this title.
- C. **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).
- D. **All candidates must meet the minimum qualifications at the time of application.** A candidate who does not meet the minimum qualifications at the time of application for this title will be disqualified. Candidates who have been deemed unqualified 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.
- E. **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.
- F. **Candidate's Responsibility:** It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/disabled veteran, or foreign education or requests for fee waiver.
- G. **Verification of Education and Work History / Foreign Education:** Candidates' education and work history will be verified. When candidates who completed education outside of the United States and that education is required to qualify for an examination (for example, a minimum number of college credits), they must have the education evaluated at their own expense to determine its equivalence to education completed within the United States. Agencies that are certified to make this evaluation are listed on the "Foreign Education Fact Sheet." It can be downloaded from: <https://cuny.cpshr.us>. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 30 days after the close of the filing period to: **CPS HR Consulting, ATTN: Campus Security Assistant, Exam #2059, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- H. **Retirees from Public Service Employment:** Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). However, CUNY will **not** be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 211/212 of New York State Retirement and Social Security Law. The annual earnings limitation for calendar year 2020 and later is \$35,000 per year.
- I. **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>.

- J. **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>.
- K. **For further information regarding this examination:** Applicants or their representatives may call CPS HR Consulting toll free at (866) 864-1072, extension 3245.
- L. **Penalty for Misrepresentation:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

**Completed applications, including payment of filing fee, and official documents must be received before your application will be rated.**