



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
26-409 University Police Communications and Security Specialist 1	10	\$38,429	\$25

Written Test To Be Held
MARCH 3, 2018*

Applications MUST Be Submitted or Postmarked By
JANUARY 17, 2018

*Due to the size of the candidate population for this test date, you may be assigned to either Saturday, March 3, 2018, or Sunday, March 4, 2018, to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day in advance or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$1,722 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$919 annual mid-Hudson adjustment.

MINIMUM QUALIFICATIONS: On or before March 3, 2018, you must have:

- Either 1. one year of full time experience as a Police or Peace Officer;
- Or 2. one year of full time experience as a dispatcher for a public safety agency including fire departments, emergency medical services, or law enforcement;
- Or 3. one year of active service and an Honorable Discharge from the United States military, where you served as a dispatcher or military police/security personnel;
- Or 4. 30 semester college credit hours from an accredited school (see note #1).

If appointed to a University Police Communications and Security Specialist 1 position, you must obtain a Security Guard Photo ID from the New York State Department of State within 90 days of appointment.

Examples of Non-Qualifying Experience: Taxi, limousine, or bus service dispatcher; automotive service dispatcher; trucking dispatcher; or maintenance dispatcher.

If you expect to meet the educational requirements by September 30, 2018, you can be admitted to the written test, but you cannot be considered for appointment until you submit proof of successful completion of the educational requirement to the Appointing Authority at the time of the employment interview. Failure to meet the educational requirements by September 30, 2018 may result in your removal from the eligible list.

NOTES:

1. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S2ICC.
2. A promotion examination is also being held for this position. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public.
3. Although promotion examinations are being held, it is expected that appointments will be made as the result of these examinations open to the public.
4. At the interview, you may be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the job.
5. **Background Investigation:** Because of the nature of the position there is an investigative screening that may include a thorough character investigation. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits, consistent with the applicable provisions of state and federal laws. You will be responsible for finger printing fees.
6. Continued employment as a University Police Communications and Security Specialist 1 is dependent upon maintaining a current Security Guard Photo ID issued by the NYS Department of State. Failure to maintain this ID will result in removal from employment.
7. **Information about Security Guard Photo ID:** The requirements include that you are at least 18 years of age, have completed an 8-hour pre-assignment course, have not been convicted of a serious offense, are of good moral character and fitness, and not have been discharged from a correction/law enforcement agency for incompetence or misconduct. There is a non-refundable fee for registration. For more information call the NYS Department of State's automated telephone operations center at (518) 474-7569; visit their website at <http://www.dos.ny.gov>; † or write to: NYS Department of State, Division of Licensing Services, 80 South Swan St., P.O. Box 22001, Albany, NY 12201-2001.
8. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
9. New York State residence is not required.

THE POSITIONS: These positions exist at State University of New York (SUNY) campuses statewide. Currently there are vacancies at the following SUNY campuses: Albany (4), Binghamton (3), Buffalo (1), Stony Brook (6), Brooklyn (6), Brockport (4), New Paltz (1), Oneonta (1), Oswego (3), Plattsburg (7), Purchase (9), Potsdam (2), Polytechnic Institute (3), Environmental Science and Forestry (3), and SUNY Administration (2).

DUTIES: University Police Communications and Security Specialist 1 provide communications, security, and public safety services within a 24/7 operation in the University Police Department at the campuses of the State University of New York. These positions will require working during various shifts and holidays. Their primary responsibility is to function as a desk officer, including communication activities such as dispatching and using various databases, online systems, and multiple video sources. University Police Communications and Security Specialist 1 are required to wear uniforms. Where appropriate, they also may perform patrol duties and assist University Police Officers.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Applying written information in a safety and security setting** - These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.
2. **Following directions (maps)** - These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.
3. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **Principles and practices of safety and security** - These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. 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.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.