



EXAMINATION NOTICE

The City University of New York Announces
A **Promotional** Civil Service Examination for

CUNY Campus Public Safety Sergeant # 2049

Filing Period Opens:	Tuesday, September 1, 2015
Filing Period Closes:	Wednesday, September 30, 2015 Applications must be completed online by 5:00 p.m. Eastern Daylight time (EDT), or received, not postmarked , by 5:00 p.m. EDT
Written Test Dates:	Saturday, November 7, 2015
Filing Fee:	\$68.00
Salary:	\$50,147
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, under limited supervision, incumbents perform and supervise duties supporting campus/location public safety and security. Incumbents direct the activities of individuals in lower ranks. This is a uniformed, working supervisory title and reports to the College Security Director or designee.

Minimum Qualifications

In order to qualify to take the exam, at the time of application, a candidate must have:

1. Be a permanent CUNY Campus Peace Officer with at least 2 years of permanent service

AND HAVE ONE OF THE FOLLOWING COMBINATIONS OF EDUCATION AND EXPERIENCE:

- a. A Baccalaureate degree from an accredited college in Criminal Justice, Law Enforcement, Police Science or a related field.

OR

- b. A Baccalaureate degree in ANY field AND One (1) additional year as a Campus Peace Officer (for a total of three (3) years).

OR

- c. An Associates degree or sixty (60) college credits from an accredited college AND two (2) additional years as a Campus Peace Officer.

OR

- d. Thirty (30) college credits from an accredited college and an additional four (4) years as a Campus Peace Officer (for a total of six (6) years)

OR

- e. Thirty (30) college credits AND Three (3) years of full time active military experience, AND one (1) additional year of either active military service or Campus Peace Officer experience. (for a total of six (6) years)

Before being conditionally appointed, you must maintain valid New York State Driver's License. The civil service certified list of eligible candidates resulting from the Promotional examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

Job Description

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Daily Supervision

- Handle day-to-day personnel scheduling, ensure adequate tour coverage, and conduct roll call for a specified Public Safety tour.
- Supervise Campus Peace Officers (Levels I and II), Campus Security Assistants, and contract Security Guards.
- Provide guidance to subordinates in responding to emergencies.
- Conduct post inspections and ensure that subordinates maintain a personal record (memo book) of daily job activities and incidents and/or post log book.
- Serve as Tour Commander, as assigned.
- Review Incident Reports and other Public Safety reports prepared by subordinates for accuracy and completeness.
- Make emergency notifications to the College Security Director or designee concerning various operations and emergencies on campus.
- Initiate employee disciplinary action, when necessary and appropriate, in accordance to Standard Operating Procedures and College and University rules, regulations, policies, and practices.
- Supervise special details to ensure the safety of the college community at registration, special events, and other large or high-profile functions.
- Clearly relay important and pertinent information as appropriate and in a timely fashion.

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Law Enforcement

- Enforce College and University rules and regulations as specified in departmental standard operating procedures.
- Investigate crimes, make arrests, perform arrest processing, including warrant checks using Departmental procedures, all relevant rules, regulations, and laws of the College, University, New York City, New York State and Federal Government.
- Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc.).
- Make arrests according to departmental procedures and all relevant rules, regulations and laws of the College, University, New York City, New York State and Federal Government.
- Perform arrest processing, including warrant checks, according to departmental procedures and all relevant rules, regulations and laws of the College, University, New York City, New York State and Federal Government
- Provide testimony in College disciplinary hearings and legal proceedings.
- Voucher evidence according to departmental procedures and all relevant rules, regulations and laws of the College, University, New York City, New York State and Federal Government.

Administrative Duties

- Conduct inventory and inspections of Public Safety equipment to ensure that there is sufficient equipment in working order to perform security and other Public Safety functions.
- Conduct annual performance evaluations of subordinates.
- Conduct training as assigned.
- Help administer the College's Crime Prevention Program and provide information about campus crime to the public.
- Serve on College and University committees, acting as a Departmental representative.
- Perform other administrative tasks as assigned.

Patrol

- Act as a First Responder to alarms, calls for service, and medical emergencies that require the potential use of a defibrillator and/or other First-Aid techniques.
- Perform fire safety-related tasks during fire drills and building evacuations, and during times of hazardous conditions, including bomb threats, etc.
- Conduct mobile and foot patrols of campus premises.

Continued employment as a Campus Public Safety Sergeant is contingent upon the satisfactory completion of training courses / programs prescribed by the Vice Chancellor for Human Resources, and/or the University Director of Public Safety. All Campus Peace Officers are subject to random drug screening.

Written Test Description

The written test will be in a multiple-choice question format and will determine your 100% of your score (your final rating). You must pass the multiple-choice test to continue in the selection process. The minimum passing score is 70. This 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 and rating of examinations will apply to this examination.

The test may include questions requiring mastery of technical knowledge important to the performance of the job duties of a CUNY Campus Public Safety Sergeant, and may address any of the following areas:

- **Administration and Management:** Management principles of departmental planning, allocating and coordinating people and College resources, leadership techniques, providing effective feedback and using time management techniques.
- **Public Safety and Security:** Relevant equipment, reports, policies, Standard Operating Procedures, and strategies to promote effective security operations for the protection of students, staff, faculty and visitors.

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- **Laws, Rules and Regulations:** Laws, rules and regulations that govern the operation of each college and of CUNY with special in-depth knowledge of the Henderson Rules and Penal Code.
- **Arrest Procedures:** Arrest procedures and arrest processing.
- **Defensive Tactics:** Legal defensive techniques to subdue and restrain suspects, while attempting to protect self from injury.
- **First Aid:** General knowledge of First-Aid.
- **Fire Safety:** Relevant fire regulations and campus policies.

The test also may include questions requiring the use of any of the following abilities that are important to the proper performance of the job duties of a CUNY Campus Public Safety Sergeant:

- **Judgment:** Exercising good judgment, knowing what is permitted and impermissible within the laws, rules, and regulations under which Public Safety operates; choosing the most appropriate action considering the relative costs and benefits. Often incumbents must make critical decisions with limited information, under time constraints.
- **Organization:** Effectively organizing college-issued property, post, paperwork, and all other necessary equipment used by themselves and subordinates to perform job duties; also, responsible for employee scheduling and organizing work details.
- **Customer Relations:** Providing customer service by meeting the needs of students, faculty, staff, visitors, and the surrounding college community, in accordance with College and University policies and practices.
- **Written Communication:** Clearly and concisely transmitting ideas in writing by including appropriate and accurate information.
- **Vehicular Awareness:** Using due caution and obeying all traffic laws when operating department vehicles.
- **Dispute Resolution:** Resolving disputes.
- **Environmental Awareness:** Observing carefully, displaying vigilance, paying attention to details, and noticing when things are out of the ordinary.
- **Interviewing Skills:** Interviewing suspects and witnesses to legally elicit information.
- **Training:** Providing training to Campus Security Assistants and Security Guards in performing routine and basic Public Safety duties.
- **Delegation:** Delegating work assignments to appropriate personnel and following through to ensure assigned tasks are performed correctly and in conjunction with deadlines.

A Test Review Session will not be held for this test.

Release of Test Scores Below 70. 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."

Application Process

The application closes on Wednesday, September 30, 2015 at 5:00 pm, Eastern Daylight Time. By the date of your application you must:

1. Meet the minimum qualifications (see page 1).
2. Have a copy of your **college credits or A Baccalaureate degree** sent directly to CPS HR by the close of the application period. All scores will be conditional upon receipt and review of this document. All required documents must be received by CPS HR (NOT postmarked) by the closing date and time. All applicants must have their **college credits or A Baccalaureate degree** sent directly to CPS HR by the close of the application date September 30, 2015. **Please fax the college credits or A Baccalaureate degree to: 916-561-7230.**
3. Complete the entire application either online or on paper. The application website is <https://cuny.cpshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Campus Public Safety Sergeant #2049" for the exam notice or click on the EXAMS XPRESS link at the top of the page; **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED; DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.**

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4. 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. Pay the non-refundable filing fee of \$68, 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. 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. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a 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 by the close of the filing period.
7. 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 (5) boroughs MAY be created. Names will be placed only on the eligible lists for the borough or boroughs selected. 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 address on the application.
8. Demonstrate English language proficiency: ability to speak, read, write, and understands English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview.

Mail payments and completed paper applications to:

CPS HR Consulting, ATTN: CPS Sergeant #2049
11140 Rockville Pike, Suite 550K
Rockville, MD 20852

Accommodations

1. **Disabilities:** Accommodations for the 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 above by the close of the filing period.
2. **Religious Observances:** Applicants unable to participate in the Saturday or Sunday written test because of a sincerely-held practice of their religious beliefs must submit a signed statement on letterhead from the applicant's religious leader certifying to the applicant's religious observance in order to sit for the written test on an alternate examination date. All Requests for Accommodations must be received by the close of the filing period. Please send the complete form to the address listed above by the close of the filing period.
3. **Emergency Situations:** Emergencies that will not permit you to attend the 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. All requests must be received no later than the Monday BEFORE the test date, and mailed directly to the address listed above. Verifiable documentation is required. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS HR Consulting no later than 5 p.m. on the Tuesday after the test date at 866.864.1072 extension 3245. A determination will be made if you will be scheduled for an alternate test date.

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Examination Process - The Written Test (100% of Final Ranked Rating)

1. **Exam date:** It is anticipated that the written test will be administered on Saturday, November 7, 2015. You will only attend on one day, which will be assigned to you after your application has been processed. Additional dates may be added as needed. You will not have the option to change the date. The exam itself is three hours but you will be at the exam location longer than three hours.
2. The examination will be administered in a stadium seating style lecture hall. Any accommodation requests must be made in advance. See the "Accommodations" section above regarding these requests.
3. In case of severe weather, please call 646-664-3311 to learn of any changes to the test administration schedule.
4. Calculators, computers, translators or other electronic devices will not be permitted into the exam.
5. A written test will determine your score. The minimum passing final score is 70. All passing scores will be banded.

After the Exam

1. 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 to up to three additional years. Each candidate's final banded score will be determined by the Written Exam Score and any veteran's preference and/or legacy credits awarded (see page 5). 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://portal.cuny.edu/cms/id/cuny/documents/jobposting/JobPostingEligibleList/EligibleListTOC.htm>
2. 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 order of final banded score and the 5th 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. If a candidate is selected for employment, he/she will be given a conditional offer of employment, outlining that he or she must successfully undergo pre-employment screening including a drug test, verification of education, licenses and work history before appointment.
4. 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.

Notes:

- A. Release of Test Scores Below 70. 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. Email 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 or mailed to OHRM, Campus HR Advisory Services, 205 East 42nd Street, New York, NY 10017. NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.
- C. All candidates must meet the minimum qualifications at the time of application. A candidate who does not meet the minimum qualifications for this title will be disqualified. Candidates 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

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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. 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 / legacy credit, or foreign education or requests for fee waiver, disability accommodation during the written test or an alternate written test date.
- F. Candidates' education and work history will be verified. When candidates who completed college coursework outside of the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), they must have the higher education coursework evaluated at their own expense to determine its equivalence to higher education coursework 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 the website <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 HR. 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 Public Safety Sergeant Exam # 2049**, 11140 Rockville Pike, Suite 550K, Rockville, MD 20852.
- G. Appeals: Stage I Appeal of Test Results or Disqualification - 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 appeals: <http://www.cuny.edu/employment/civil-service/appeal-procedure.html>
- H. More information about civil service at The City University of New York is available on our website at: <http://www.cuny.edu/employment/civil-service.html>

Veteran and Legacy Credit

- A. Veteran's Credit - If you pass this examination, you may be eligible for the veteran's 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.
- B. 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, prior to eligible list establishment, documentation verifying their claim. Address all credit

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requests and documentation to: CPS HR Consulting, **ATTN: Campus Public Safety Sergeant Exam # 2049**, 11140 Rockville Pike, Suite 550K, Rockville, MD 20852.

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.

- C. You must submit all supporting documentation of your claims of veteran's 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 test-taker to provide appropriate documentation.
- D. 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>

Applicants or their representatives may call CPS HR Consulting toll free at 866-864-1072, extension 3245 for further information regarding this examination.

**Remember: Applications and official documents must
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