



NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES
Examination Open To The Public

APPLICATIONS ACCEPTED CONTINUOUSLY
TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary	Job Rate	Non-Refundable Processing Fee
20-545 Child Protective Services Specialist 1	14	\$41,170	\$52,552	\$35
20-546 Child Protective Services Specialist 1 (Spanish Language)	14	\$41,170	\$52,552	

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

**THE LIST RESULTING FROM THIS EXAMINATION WILL BE USED
FOR VACANCIES IN THE CAPITAL DISTRICT AREA ONLY.**

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have a bachelor's degree and meet the following experience requirements:

- Either 1.** one year of experience where your primary responsibility (at least 50% of your official duties) was in the direct provision of child protective services which is defined as "**the investigation, assessment, treatment, and/or case planning of reported cases of child abuse and maltreatment**";
- Or 2.** two years of experience in the direct provision of child welfare services including assessment, treatment, and/or case planning in preventive, foster care, day care, or adoption services.

NOTES:

1. Your degree and/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 and/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.
2. Experience limited to teaching (including day care, classroom teaching, and supervision), camp counseling, recreational supervision, and "hot line" experience not directly involved with child welfare as described under the minimum qualifications is NOT qualifying.
3. If you pass the examination for No. 20-546 Child Protective Services Specialist 1 (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
4. If you are qualified for No. 20-546 Child Protective Services Specialist 1 (Spanish Language), you should file for both examinations; as there is only one application processing fee.
5. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.

THE POSITIONS: These positions exist in New York State Office of Children and Family Services in the **Capital District only.**

DUTIES: As a **Child Protective Services Specialist 1**, you would receive reports of suspected child abuse and maltreatment via the New York Statewide Central Register of Child Abuse and Maltreatment telephone hot line. You would screen calls for appropriateness, evaluate the information, and prepare and transmit reported cases to local social services districts. You would also provide technical assistance to local district staff; participate in various monitoring functions; provide information and referrals to concerned individuals and agencies; and screen applicants for child care, day care, and related positions in accordance with the Social Service Law. **The duties of the position require that individuals possess good verbal communication skills and the ability to cope with often anxious and upset callers.**

The New York Statewide Central Register of Child Abuse and Maltreatment is a 24-hour, seven-day-a-week operation. Child Protective Services Specialists 1 are initially assigned to evening and night shifts and may be required to work weekends and holidays. Assignments to the day shift will be made based on seniority.

One Processing Fee MUST Accompany Your Application For Either One Or Both Of These Examinations.

SUBJECT OF EXAMINATION: There will be no written test. If you meet the Minimum Qualifications your **education and experience** will be evaluated against the general background/critical activities of the position. This evaluation will concentrate on the breadth and recency of your experience as it relates to child protective services. Especially relevant is any experience that was involved in directly investigating reports of child abuse and maltreatment or having experience in any position where the likelihood of having to implement Federal/New York State Child Welfare Rules and Regulations required that you have a knowledge of such rules and regulations. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Additional unsolicited information will not be accepted after the last day for filing.

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.

Investigative Screening: As an applicant for employment with the Office of Children and Family Services, you will be subject to required screening which includes a Child Abuse Register check and fingerprint check with the NYS Division of Criminal Justice Services and the Federal Bureau of Investigation. You will be responsible for payment of the required fees. Conviction of a felony or misdemeanor may bar appointment depending upon the nature of the violation and the duties of the position.

Pre-Employment Screening: Due to the nature of the position, information will be solicited from the New York Statewide Central Register for Child Abuse and Maltreatment. The information obtained may prevent appointment to this position. You will be required to pay the processing fee for this screening, currently \$25.

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 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

WHERE TO APPLY: Mail your completed application to the agency listed below. DO NOT USE INTERAGENCY MAIL.

- New York State Department of Civil Service, Alfred E. Smith State Office Building, Albany, NY 12239

The NYS Office of Children and Family Services have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time and will rate applications whenever additional eligibles are needed. It is anticipated that the rating period for this examination will be administered quarterly. Applications that are postmarked that last day of the month prior to a rating period (i.e., September 30 for the October rating period) will be included in that rating period. Applications postmarked after that date will be added to the next quarterly holding.

RETEST POLICY: If you are disapproved for this test, you may file again as soon as you believe you meet the stated minimum qualifications. A new application is required each time. Approved candidates can re-apply on an annual basis but a new application is required each time.

INFORMATION FOR CANDIDATES

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 discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record 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.

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 applications. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.