



Open To The Public

Examination No. and Title	Salary Grade	Salary	Non-Refundable Processing Fee
25-864 Supervisor Utility Accounting and Finance	31	\$102,520	\$45

Written Test To Be Held
OCTOBER 11, 2014*

Applications MUST Be Submitted or Postmarked By
AUGUST 27, 2014

***Due to the size of the candidate population for this test date, you may be assigned to either Saturday, October 11, 2014, or Sunday, October 12, 2014, to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.**

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

THE LIST RESULTING FROM THIS EXAMINATION WILL BE USED FOR VACANCIES IN THE PLAINVIEW, NEW YORK AREA ONLY.

Appointees who work in Nassau or Suffolk Counties will receive an additional \$3,026 annual downstate adjustment.

MINIMUM QUALIFICATIONS: On or before October 11, 2014, you must have:

- Either 1.** a bachelor's degree including or supplemented by 24 semester credit hours in accounting and/or auditing courses **AND** six years of qualifying experience;
- Or 2.** a master's degree in accounting **AND** four years of qualifying experience;
- Or 3.** either qualifying degree as listed in 1 or 2 above, **AND** a currently valid Certified Public Accountant (CPA) license and registration issued by New York State, **AND** three years of qualifying experience;
- Or 4.** a bachelor's degree with at least 18 semester credit hours in finance, economics, and/or accounting with at least 9 of these credit hours in finance **AND** six years of qualifying experience;
- Or 5.** a master's degree with at least 18 semester credit hours in finance, economics, and/or accounting with at least 9 of these credit hours in finance **AND** four years of qualifying experience;
- Or 6.** either qualifying degree as listed in 4 or 5 above, **AND** a Chartered Financial Analyst (CFA) certification, **AND** three years of qualifying experience.

Qualifying Experience: Professional accounting/auditing or financial internal or field audit experience with responsibility for the full range of activities in the design and/or review, analysis, and management of accounting systems, resulting in the preparation of, or opinions or recommendations on, financial statements in accord with generally accepted accounting principles. Financial analysis experience includes analyzing financial/investment practices, assessing financial condition and cost structure, analyzing new securities issues, assessing financial and business risk, and the measurement of the cost of capital. This experience **must** have been obtained working: with a regulatory agency; in the utility industry, including energy, telecommunications, water, or cable services; or in other regulated industries. This qualifying experience **must also include two years** of the supervision of both projects and individuals.

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: S2DAG.
2. A promotion examination is also being held for these positions. 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 a promotion examination is being held, it is expected that appointments will be made as the result of this examination open to the public.
4. **Important:** As the processing fee is non-refundable, 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.
5. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
6. New York State residence is not required.

THE POSITIONS: These positions exist in the Department of Public Service in Plainview, New York ONLY.

DUTIES: As a **Supervisor Utility Accounting and Finance**, you would supervise teams of lower-level auditors, accountants, and financial analysts; you would analyze and adjust petitions for various financial transactions proposed by regulated agencies; determine revenue requirements in formal cases or special studies; conduct fuel adjustment clause audits; ensure utilities' compliance with generally accepted accounting and auditing standards, Internal Revenue, and federal accounting systems; conduct financial examinations of books and records in case proceedings; and represent the Office of Accounting and Finance at senior staff and Commission meetings. You would also supervise subordinates, including subordinate supervisors, assigning work and setting priorities, and ensuring that subordinates stay current on financial and technical issues in the areas of regulations, economics, accounting, and finance.

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. **Analyzing information in text, data, images, or symbols** – These questions will test for the ability to analyze, interpret, and draw reasonable conclusions from information presented in text, data, images, or symbols. Analysis may involve identifying a significant problem or issue; focusing on relevant data and text; identifying trends, relationships, and significant features; assessing relevant alternatives; and suggesting or evaluating possible conclusions. Sample test material for *Analyzing information in text, data, images, or symbols* is available.
2. **Logical reasoning** – These questions will test for the ability to reason logically by interpreting statements in an accurate and reasonable manner; identifying the logical relationships between related statements; determining the conclusions that can correctly be drawn as a result of information presented; distinguishing between relevant and irrelevant information; and applying principles of logic to information provided. Sample test material for *Logical reasoning* is available.
3. **Effectively interacting with agency staff and members of the public** – These questions will test candidates' knowledge of techniques used to interact effectively with a variety of individuals and groups, to provide information about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Sample test material for *Effectively interacting with agency staff and members of the public* is available.
4. **Writing skills for managers** – These questions test for the writing skills that managers use in composing their own reports and correspondence as well as in reviewing documents produced by others. Both sentence skills and paragraph skills are addressed. The specific points tested include grammar, usage, punctuation, sentence structure, appropriate and correct content, editing, and organizing sentences into well-constructed paragraphs. Sample test material for *Writing skills for managers* is available.
5. **Administrative supervision** – These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections. Sample test material for *Administrative supervision* is available.
6. **Administration** – These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting. Sample test material for *Administration* is available.

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.

TEST GUIDE & SAMPLE TEST MATERIAL: A *General Guide to Written Tests* is available at <http://www.cs.ny.gov/testing/statetestguides.cfm>. *Sample Test Material* for the subject areas described above is also available where indicated and at <http://www.cs.ny.gov/testing/sampletestmat.cfm>.

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].

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, call 518-474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

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, 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.

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 [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.

MULTIPLE 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.