



PROMOTION EXAMINATION

Examination No. and Title	Salary Grade	Salary	Non-Refundable Processing Fee
37-761 Motor Equipment Maintenance Supervisor 1	14	\$45,018 \$45,107 (Thruway Authority)	\$15
37-762 Motor Equipment Maintenance Supervisor 2	16	\$50,299 \$53,032 (Thruway Authority)	\$15
37-763 Motor Equipment Maintenance Supervisor 3	19	\$56,229	\$20

Written Test To Be Held
JANUARY 21, 2017

Applications MUST Be Submitted or Postmarked By
DECEMBER 7, 2016

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

For Promotion in State Departments, Facilities, and Agencies

1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments

Interdepartmental promotion examination open to all qualified employees of New York State.

MINIMUM QUALIFICATIONS: On or before January 21, 2017, you must be a qualified employee of New York State and have had three months of permanent competitive or 55-b/55-c service as follows:

- For No. 37-761:** as a Motor Equipment Mechanic or Construction Equipment Mechanic.
For No. 37-762:
Either A. as a Motor Equipment Mechanic Maintenance Supervisor 1;
Or B. as a Motor Equipment Mechanic, Construction Equipment Mechanic, Motor Equipment Storekeeper, or Construction Equipment Repair Production Coordinator.
For No. 37-763:
Either A. as a Motor Equipment Maintenance Supervisor 2 or Motor Equipment Specialist;
Or B. as a Motor Equipment Maintenance Supervisor 1, Construction Equipment Repair Production Coordinator, Intermodal Transportation Specialist 1 (Bus System Safety), or Intermodal Transportation Specialist 1 (Motor Carrier Safety).

If you were permanently appointed to a qualifying title on or before October 21, 2016, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the one year of service in the "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, NY 12239; Attention: S2-SEH.

ORDER OF CERTIFICATION: The order of certification of the eligible lists resulting from Nos. 37-762 and 37-763 will be:

- | | |
|-------------------------------|--------------------------------------|
| 1. Department "A" eligibles | 3. Interdepartmental "A" eligibles |
| 2. Department "All" eligibles | 4. Interdepartmental "All" eligibles |

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.**

NOTES:

- Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees **will be:**
 - Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - Investigated through a Criminal Background Check (CBC). 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 will be determined on its own merits, consistent with the applicable provisions of state and federal laws;**and may be:**
 - Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment. (NY Social Services Law, Section 424a.)
You will be responsible for payment of all required fees.
- Medicaid and Medicare:** In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.

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:	For Examination Nos.		
	37-761	37-762	37-763
1. Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment - These questions test for knowledge of the operating characteristics of the various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.	X	X	X
2. Maintenance and repair of mechanically and electronically controlled internal combustion engines - These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer controlled systems.	X	X	
3. Repair shop management including basic automotive economics and operation and maintenance of shop equipment - These questions test for knowledge of the proper operating procedures involved in managing an automotive repair shop, including such areas as equipment maintenance and repair, scheduling and coordinating work operations, and cost estimating.	X	X	X

SUBJECT OF EXAMINATION (continued):	For Examination Nos.		
	37-761	37-762	37-763
4. Understanding and interpreting written material - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.	X	X	
5. 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.			X
6. Fleet management - These questions test for knowledge of the principles and practices involved in managing a fleet of motor vehicles, including such areas as proper preventive maintenance techniques; accident prevention and safety; economics of vehicle operation, repair and replacement; and setting appropriate staffing levels in a fleet management facility.			X
7. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.	X		
8. 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.		X	X
9. 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.			X

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime veterans' credits to your final passing score.

CREDIT FOR SENIORITY: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

DUTIES: As a **Motor Equipment Maintenance Supervisor 1, 2, or 3**, you would supervise skilled, semi-skilled, and relatively unskilled subordinates in motor equipment maintenance activities such as performing diagnosis and repair of major and minor mechanical, computer control systems, electrical and hydraulic systems on vehicles and equipment. Motor Equipment Maintenance Supervisors 1 and 2 are typically working supervisors. Supervisory responsibilities increase in degree from Motor Equipment Maintenance Supervisor 1 to Motor Equipment Maintenance Supervisor 2. As a Motor Equipment Maintenance Supervisor 3, you would provide technical direction to staff in maintenance and repair, production coordination and scheduling, parts and record keeping, and support services for all motor driven equipment and vehicles in an assigned area. You may also manage and direct a motor equipment management program. All aspects of this work will involve the use of fleet management software.

Other Requirements: License and certification requirements differ from agency to agency and will be discussed at the time of interview. At the time of appointment, some agencies may require you 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; a Class B Commercial Driver's license with no airbrake restriction; a certification by the Department of Motor Vehicles to conduct NYS inspections; and/or a New York State Heavy Motor Vehicle Inspection License. At most agencies, in order to successfully pass the probationary period, you would be required to possess and maintain an appropriate Commercial Driver's License. Note that you will be required to pay for the license and certification fees and any subsequent renewal fees.

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>. Click on "Promotion Examinations." 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
- 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

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

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.

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.

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.

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.