



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for

Campus Security Assistant Exam #2052

Filing Period Opens:	Wednesday, January 4, 2017
Filing Period Closes:	This is a continuous recruitment position
Filing Fee:	\$40 , unless waiver is granted, see page 3.
Salary:	New Hires: \$26,464 CUNY Employees with 18 months of qualifying service: \$33,741 Current Employees: \$29,906
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.

Minimum Qualifications

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

1. High School Diploma or GED.
2. At least twenty-one (21) years of age.
3. A valid New York State Security Guard License.
4. One (1) year of full-time work experience OR one (1) year of U.S. Military service.
Note: CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period. Part-time experience of fewer than 20 hours per week will NOT be credited at all.
5. United States Citizenship or Permanent Resident Status.
6. Demonstrable English language proficiency: be able to speak, read, write, and comprehend the English Language. **English proficiency will be evaluated at the time of interview.**

Individuals meeting the above requirements will receive a passing score of 70% on the experience and education test and will be required to complete the on-line questionnaire in order to determine their final score. Selected candidates must also pass a medical screening, including a drug test, and a background investigation, including a fingerprint check, before appointment. (See details inside)

Eligibility for Employment

Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish 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.

The following is required for appointment at some CUNY colleges:

A valid Driver's License from any state or territory of the United States of America.

The City University of New York (CUNY)
An Equal Opportunity Employer/ Affirmative Action/
Immigration Reform and Control Act/ Americans with Disabilities Act Employer
Visit the CUNY website at www.cuny.edu

Description of the Job

In accordance with the policies of The City University of New York and individual colleges/units, and under supervision, incumbents perform duties supporting campus/location public safety and security. Campus Security Assistants work closely with Campus Peace Officers, but do not receive Peace Officer status. This is a full-time position working a 40-hour work week.

General Work Tasks:

Post/Patrol Duties

- Act as a First Responder to alarms and calls for service.
- Observe campus activities, reporting suspicious behavior and other incidents to Central Dispatch and/or a ranking officer within Public Safety.
- Enforce college rules and regulations as specified in Standard Operating Procedures.
- Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College's access policy.
- Answer department telephone lines, including emergency calls.
- Provide travel directions to college and campus buildings, offices, and services.
- Accept items to the campus Lost & Found.
- Occasionally, at some colleges, driving the college vehicle providing a driving or walking safety escort or to assist the campus public safety officer during emergency transport off campus and other events on campus as specifically assigned (a valid driver's license is required for this purpose)

Administrative Duties

- Maintain a personal record (memo book) of daily job activities and incidents in the manner determined by the Campus Public Safety Director.
- When assigned, carefully monitor the premises through the campus CCTV system.
- Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.
- Act as central dispatcher, when assigned.
- When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
- Maintain radio contact with the Department's Central Dispatch

Application Process

This is a continuous recruitment position

1. Meet the minimum qualifications (see page 1).
2. Have a copy of your high school diploma or GED sent directly to CPS HR Consulting. All scores will be conditional upon receipt and review of this document. CPS HR Consulting will accept diplomas sent by the following methods:
 - A. By US Mail:

CPS HR Consulting
Attn: CSA 2052
11140 Rockville Pike Suite 550K
Rockville, MD 20852
 - B. By email:

Email a scanned copy to: CUNYSupport@cpsr.us
Subject line: CSA 2052
 - C. By fax: 916-561-7230
3. Complete the entire application either online or on paper. The application website is <https://cuny.cpsr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Campus Security Assistant #2052" 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.

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 \$40, 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 prefer to accept appointment. Separate eligible lists for each of the five (5) boroughs MAY be created. 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 home address on the application.
8. If borough lists are not created, there is no guarantee that borough preferences will be honored.
9. Demonstrate English language proficiency: ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview. Candidates may be removed from list if English proficiency is not demonstrated.

Mail payments and completed paper applications to:

**CPS HR Consulting, ATTN: CSA #2052
11140 Rockville Pike
Suite 550K
Rockville, MD 20852**

Examination Process - Online Work Experience Test (100% of Final Ranked Rating)

The **online Work Experience Test** will determine your final score. The test asks you about specific work activities you may have performed during your career. You will be asked to assess your level of experience performing each activity and to assign a rating for each activity. It is critical that you be as accurate in your assessment as possible. Your ratings will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process. All passing scores will be banded.

The 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 of examinations will apply to this examination.

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 Work Experience Test 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 list number order which will be determined by the order of their 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 medical screening including a drug test and a background investigation, including a fingerprint screening, criminal history review, and verification of education, licenses and work history before appointment. Candidates are required to pay the fees for fingerprinting. A conviction record will not necessarily disqualify you from the position for which you are applying. Each record will be reviewed in accordance with guidelines established by the University and in accordance with New York State Law. Failure to tell the truth will, when discovered, automatically result in your elimination from consideration or your termination if you have been appointed.
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.
5. Continued employment as a Campus Security Assistant 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 Security Assistants are subject to random drug screening.

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. Please note that because the City University of New York (CUNY) is a separate employer, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority and time and leave accruals is his/her date of appointment to CUNY. New York City residency is not required for employment in this title.
- C. 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.
- D. All candidates must meet the minimum qualifications at the time of application. A candidate who does not meet the minimum qualifications at the time of application for this title will be disqualified. Candidates who have been deemed unqualified and 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.
- E. 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 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.
- F. 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.
- G. 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.cpsshr.us>. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. 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: CUNY CSA Exam #2052, 11140 Rockville Pike, Suite 550K, Rockville, MD 20852.

- H. Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 211/212 of New York State Retirement and Social Security Law. The annual earnings limitation is \$30,000 per year.
- I. 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>
- J. 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 Services, prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to: CPS HR Consulting, **ATTN: CSA Exam # 2052**, 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.

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