



# EXAMINATION NOTICE

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

## College Security Specialist # 2051

Filing Period Opens:	<b>Monday, May 2, 2016</b>
Filing Period Closes:	<b>Tuesday, May 31, 2016</b> Applications must be completed online by 5:00 p.m. Eastern Daylight Time (EDT), or received, not postmarked by 5:00 p.m. EST
Filing Fee:	<b>\$68</b> , unless a waiver is granted. See page 6.
Salary:	<b>New Hires: \$46,742</b> <b>Current Employees: \$52,816</b>
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, at Assignment Level I, under general supervision of the College Security Director or designee, CUNY College Security Specialists perform various campus duties of a specialized nature in one or more of the following areas in:

**Campus Physical Security**, such as intrusion detection, CCTV, radio, photo identification, fire alert, access control, lighting and other designated types of equipment or areas of college security and safety, they assist in determining the need for various types of physical plant security, assist in system design and specification, and serve as security liaisons in the purchase, installation, maintenance, repair and/or operation of such equipment and systems;

**Investigations**, such as campus workplace violence, domestic violence, community outreach, crime prevention, criminal investigation, and reporting compliance, they provide personal counsel to students and employees as well as campus-wide informational programs to promote awareness of workplace/domestic/other forms of personal violence and available resources to victims, assist in the investigation of criminal incidents on campus, and assist in the preparation and maintenance of databases and reports for compliance purposes;

**Fire Safety**, they identify college needs regarding safety preparedness, assist in the formulation of college personal safety programs such as emergency evacuation plans and fire safety plans, and conduct staff safety training in internal operating procedures and the use of fire extinguishers and other safety devices; and

**Training and Development**, they review procedures/operations/protocols and determine staff training needs, plan, schedule and/or conduct training programs and evaluate training effectiveness, and ensure that all staff licenses and certifications are valid and current.

All incumbents perform related duties as directed, such as: Safety and Security liaison to various campus committees and programs; S.A.F.E. Team member or leader; and other College Security Specialist tasks and assignments.

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## **Minimum Qualifications**

In order to qualify to take the exam, by the last date of the Filing Period, you must have a four-year High School Diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and either:

2 years of experience as a CUNY Campus Public Safety Sergeant, or

4 years of experience as a CUNY Public Safety Officer, or

7 years of satisfactory full-time experience in security, law enforcement or public safety.

**Note:** all candidates must be fluent in English (must be able to speak, read, write & understand English well enough to perform the duties of the position); proficiency will be evaluated at the time of interview.

### **Substitutions:**

An Associate degree or sixty (60) college semester credits from an accredited college or university may substitute for 2 of the above 7 years of full-time, satisfactory experience in security, law enforcement or public safety.

A Baccalaureate degree from an accredited college or university may substitute for 4 of the above 7 years of full-time, satisfactory experience in security, law enforcement or public safety.

The college or university must be accredited by a regional, national, professional or specialized agency recognized as an accrediting body by the U.S. Department of Education or a recognized accrediting organization.

**Note:** For certain assignments, a valid Driver's License in the State of New York is required.

## **Test Description**

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.

Your score will be determined by an education and experience test. The minimum passing score is 70, which you will achieve if you meet the Minimum Qualifications described above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience in a college or university setting, performing security, law enforcement or public safety duties for:**

**You will receive:**

At least 1 year, but less than 3 years	5 points
At least 3 years, but less than 5 years	10 points
At least 5 years, but less than 7 years	15 points
At least 7 years, but less than 10 years	20 points
10 or more years	25 points

**If you have satisfactory full-time experience outside of a college or university setting, performing security, law enforcement or public safety duties for:**

**You will receive:**

1 or more years	5 points
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**If you have a valid and current:****You will receive:**

NYS Department of Health EMT – Basic or Paramedic certificate:  
FDNY Fire Safety Director or Emergency Management Plan Director Certificate:

5 points  
5 points

**For successful completion of the NYS Division of Criminal Justice Services (NYS DCJS), or another state or local P.O.S.T. equivalent course:****You will receive:**

Basic Course for Peace Officers  
Basic Course for Police Officers  
Basic Peace Officer School:

5 points  
5 points  
5 points

**For successful completion of the FDNY, or an FDNY approved course in:****You will receive:**

Supervision of Fire Alarm Systems and Other Related Systems (S-95)  
Fire Safety Director (COF) (F-58)  
Emergency Management Plan Director (F-59)

5 points  
5 points  
5 points

**For successful completion of the NYS DCJS, NYPD, US Homeland Security, Federal Law Enforcement Training Centers (FLETC), or another state or local P.O.S.T. equivalent course in:****You will receive:**

Criminal Investigation  
Interview and Interrogation  
Police Crime Scene and Evidence  
Policing Training Instructor Development  
Other NYS DCJS, NYPD, US Department of Homeland Security or FLETC course

2 points  
2 points  
2 points  
2 points  
2 points

**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."

**Selective Certifications**

**Selective Certification for Fire Safety Director Positions:** If you have an FDNY Certificate of Fitness for Fire Safety Director or have successfully completed an FDNY approved course for Fire Safety Director, you may be given preferred consideration for appointment to positions requiring this certificate or course completion through a process called Selective Certification. If you wish to apply for this Selective Certification, you should send a copy of your certificate or proof of course completion to CPS along with your examination application materials, as described in the Application Process, below. Your certificate or other documentation will be checked at the time of appointment. This requirement also may be met at any time during the duration of the exam eligible list. If you meet the Selective Certification requirement at some future date, you may submit documentation by mail to CUNY/HR Advisory Services. **ATTN: College Security Specialist Exam # 2051**, 205 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor, New York, NY 10017

**Selective Certification for Physical Security Positions:** If you are certified by the American Society for Industrial

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Security (ASIS) as a Certified Protection Professional or Certified Physical Security Professional, or have a valid NYS Security or Fire Alarm Installer license or equivalent license from another state or local municipality, you may be given preferred consideration for appointment to positions requiring this certification or license through a process called Selective Certification. If you wish to apply for this Selective Certification, you should send a copy of your certificate or license to CPS along with your examination application materials, as described in the Application Process, below. Your certificate or license will be checked at the time of appointment. This requirement also may be met at any time during the duration of the exam eligible list. If you meet the Selective Certification requirement at some future date, you may submit documentation by mail to CUNY/HR Advisory Services. ATTN: **College Security Specialist Exam # 2051**, 205 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor, New York, NY 10017

**Selective Certification for Positions Requiring NYS Peace Officer status:** If you are a licensed Peace Officer in the State of New York, you may be given preferred consideration for appointment to positions requiring Peace Officer status through a process called Selective Certification. If you wish to apply for this Selective Certification, you should send a copy of proof of your NYS Peace Officer status to CPS along with your examination application materials, as described in the Application Process, below. Your NYS Peace Officer status will be checked at the time of appointment. This requirement also may be met at any time during the duration of the exam eligible list. If you meet the Selective Certification requirement at some future date, you may submit documentation by mail to CUNY/HR Advisory Services. ATTN: **College Security Specialist Exam # 2051**, 205 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor, New York, NY 10017. Please include the exam title and number and **the last 5 digits of your social security number on your correspondence**. **If you are appointed through Selective Certification, you must maintain your NYS Peace Officer status for the duration of your appointment.**

**Selective Certification for Positions Requiring NYS DCJS General Police Topics Instructor Certification:** If you are certified by the New York State Division of Criminal Justice Services (NYS DCJS) as an instructor for NYS DCJS General Police Topics courses, you may be given preferred consideration for appointment to positions requiring this certification through a process called Selective Certification. If you wish to apply for this Selective Certification, you should send a copy of your certification to CPS along with your examination application materials, as described in the Application Process, below. Your Certification will be checked at the time of appointment. This requirement also may be met at any time during the duration of the exam eligible list. If you meet the Selective Certification requirement at some future date, you may submit documentation by mail to CUNY/HR Advisory Services. ATTN: **College Security Specialist Exam # 2051**, 205 East 42<sup>nd</sup> Street, 10<sup>th</sup> Floor, New York, NY 10017. Please include the exam title and number and **the last 5 digits of your social security number on your correspondence**. **If you are appointed through Selective Certification, you must maintain your NYS DCJS General Police Topics Instructor Certification for the duration of your appointment.**

## **Application Process**

The application closes on Tuesday May 31, 2016 at 5:00 pm, Eastern Daylight Time. By the date of your application you must:

1. Meet the minimum qualifications (see page 2).
2. Have a copy of your high school diploma or GED and/or college credits or A Baccalaureate degree sent directly to CPS HR Consulting 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 the closing date **May 31, 2016 at 5:00 pm**.

**By US Mail: CPS HR Consulting Attn: CSS 2051, 11140 Rockville Pike Suite, 550K; Rockville, ME 20852.**

**By Email: Email a scanned copy to: [CUNYSupport@cpsshr.us](mailto:CUNYSupport@cpsshr.us)**

**By fax to: 916-561-7230.**

3. Complete the entire application either online or on paper. The application website is <https://cuny.cpsshr.us> or [www.cuny.edu](http://www.cuny.edu). At [www.cuny.edu](http://www.cuny.edu) click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "**College Security Specialist Exam #2051**" 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: College Security Specialist #2051  
11140 Rockville Pike, Suite 550K  
Rockville, MD 20852**

**Examination Process - The Education and Experience Test (100% of Final Ranked Rating)**

The Education and Experience test will determine your entire score. The minimum passing final score is 70. Passing scores may 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 exam score and any veteran's preference and /or legacy credits awarded (see page 6). 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 last 5<sup>th</sup> 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.

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**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](mailto: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 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. 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: **College Security Specialist Exam # 2051**, 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.

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- 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: College Security Specialist Exam # 2051**, 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 took effect 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 Human Resource Services toll free at 866-864-1072, extension 3245 for further information regarding this examination.

**Remember: Applications and official documents must  
be received (not postmarked)  
by 5:00 pm Eastern Daylight Time on the closing date of  
Tuesday, May 31, 2016**