



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for
Campus Peace Officer Exam # 2053

Filing Period Opens:	Wednesday, March 1, 2017
Filing Period Closes:	Thursday, March 30, 2017
Written Test Dates:	Saturday, May 6, 2017
Filing Fee:	\$47 , unless waiver is granted, see page 3.
Salary:	New Hires: \$33,825
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 or units, and under supervision, incumbents perform appropriate regulatory and enforcement duties supporting campus/location public safety and security in conformity with all University policies and New York statutes defining New York State Peace Officer status.

Minimum Qualifications

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

Successful completion of 60 college semester credits from a regionally accredited college or university with at least a 2.0 cumulative index or its equivalent

OR

A High School Diploma or GED from an accredited institution and Two (2) years of full-time work experience (full time work experience is considered 35 hours or more per week)

Fluency 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.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified", your application fee will not be refunded and you will not receive a score.

In addition, in order to qualify for New York State Peace Officer Status, which is required for this position, a candidate must:

- Be at least 21 years of age; and
- Be a United States citizen; and
- Be a resident of New York State; and
- Have a current, valid New York State Driver's License.

Individuals meeting the above requirements must take and pass the written exam in order to qualify for selection. Selected candidates must also pass a physical agility test, a medical screening

including a drug test, psychological screening and a background investigation, including a fingerprint check, before appointment.

Job duties - Description of the Job

In accordance with the policies of The City University of New York and individual colleges, and under supervision, incumbents perform duties supporting campus/location public safety and security.

General Work Tasks

This position has 2 assignment levels. Level 2 is based solely upon specific duties and is not considered a permanent assignment.

Level 1 Tasks:

Community Policing	Respond to alarms and calls for service and all medical emergencies from the college community. Enforce college rules and regulations as specified in Standard Operating Procedures. Maintain a personal record (memo book) of daily job activities and incidents. Maintain radio contact with the Department's Central Dispatch. Provide customer service by enthusiastically providing information and services. Assist with crowd control. When assigned, maintain post and tour logs, ensuring that logs are kept current. Write complete, accurate, and timely reports to record campus incidents. Escort students, college VIPs, visiting dignitaries, and others on foot and/or by driving
Law Enforcement	Respond to and Investigate crimes in accordance with all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government. Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc.). Make arrests, perform arrest processing, including warrant checks, voucher evidence according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
Administrative Duties	Help monitor the performance of Campus Security Assistants and Security Guards. When assigned, carefully monitor the premises through the campus CCTV system. Perform assigned Fire Safety duties, including acting as a Fire Warden, and/or Fire Director during fire drills, emergencies, and other building evacuations. Inventory Public Safety equipment.
Access Control	Check IDs and parking passes/decals in accordance with the College's access policy. Provide access to rooms and locations, after receiving the proper authorizations. Accept and voucher items into the campus Lost & Found.
Patrol	Act as a First Responder to alarms and calls for service. Conduct patrols of campus premises on foot, by driving marked, unmarked, and cart vehicles. Control the flow of vehicle and pedestrian traffic on campus property. Upon volunteering for and being selected, incumbents serve as members of special patrols, such as Bike, Canine, and S.A.F.E. Team Patrol Units.

Level 2 Tasks: In addition to all Level 1 tasks, Campus Peace Officers assigned to Level 2 duties will perform the following

Administrative	Act in the capacity of shift supervisor during the temporary absence of the Public Safety Sergeant Acts as Fire Safety Director in assigned building during inspections, emergencies, evacuations and any other circumstance where the Fire Safety Director is required Assist Public Safety Sergeants in monitoring the performance of Level 1 Campus Peace Officers
Training	May assist with campus specific training

***NOTE: FOR SOME ASSIGNMENTS THE POSSESSION OF A CERTIFICATE OF FITNESS (F-58) ISSUED BY THE NEW YORK CITY FIRE DEPARTMENT WILL BE REQUIRED.**

Job Characteristics

Required Skills Incumbents must be skilled in:

- Judgment – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 - Observational skills – Being aware of your physical environment as well as the actions of others around you, in order assist in taking most appropriate actions.
 - Dispute resolution – Bringing others together and trying to reconcile differences
 - Customer service skills – Exhibiting accessibility, knowledge and courteousness when dealing with members of the public.
 - Interviewing skills - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
 - Organization skills - Shifting back and forth between multiple activities or sources of information in an efficient and logical manner (such as speech, sounds, touch, or other sources).
 - Telephone skills - – Communicate information and ideas by phone so others will understand
- **Abilities:** Incumbents require the ability to:
- Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; also must be able to stand for extended periods of time.
 - Lift a 40-pound box (which might contain evidence, papers, receipt receipts, etc.) without assistance
 - Know their location in relation to the environment and know where other objects are in relation to themselves.
 - Understand and follow directives issued in person, via radio, or in writing.
 - Properly assert themselves by speaking with confidence and clarity to convey messages in a precise and professional manner.
 - See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).
 - Follow orders and take direction both verbally and in writing.
 - Listen and understand information and ideas presented verbally.
 - Communicate information and ideas in writing so others will understand
 - Read and understand information and ideas presented in writing.
 - Communicate information and ideas in speaking so others will understand.

Other Work Characteristics

Work must often be performed in crowded public areas.

A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required.

There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.

Campus Peace Officers must be exact or accurate in the performance of their work. Often Campus Peace Officers face conflict situations and physical injury is possible.

Peacekeeping is often stressful work that requires Campus Peace Officers to make decisions and function under difficulty.

Decisions directly impact the health and safety of the college community.

Application Process

The application closes on **Tuesday, March 30, 2017** at 5:00 pm, Eastern Daylight Time. By the date of your application you must:

1. Meet the minimum qualifications (see page 1).
2. Have a copy of your high school diploma or GED sent directly to CPS 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 CPS (NOT postmarked) by the closing date and time. All applicants must have their high school diploma or GED sent directly to CPS by the close of the application date March 30, 2017. **Please fax the diploma/GED to: 916-561-7230.**
3. Complete the entire application either online or on paper. The application website is <https://cuny.cpshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Campus Peace Officer #2053" 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 \$47, 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: CPO #2053
241 Lathrop Way
Sacramento, CA 95815**

Accommodations

1. Disabilities: Accommodations for the written test are available for persons with a verified disability. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature

of the applicant's impairment must complete the indicated section of the form. Information regarding applicant's disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing. Applicants or their representative must download a "Request for Accommodation" form from the website <https://cuny.cpshr.us>, complete it, and send it with suitable documentation to the address listed above by the close of the filing period.

2. Religious Observances: Applicants unable to participate in the Saturday or Sunday written test because of a sincerely-held practice of their religious beliefs must submit a signed statement on letterhead from the applicant's religious leader certifying to the applicant's religious observance in order to sit for the written test on an alternate examination date. All Requests for Accommodations must be received by the close of the filing period. Please send the complete form to the address listed above by the close of the filing period.
3. Emergency Situations: Emergencies that will not permit you to attend the written test are: death in the immediate family; unforeseen hospitalization; military service activation; or mandated court attendance. These must be documented in advance except for hospitalization or a death in the family. An alternative examination date, if warranted, may be scheduled for you. All requests must be received no later than the Monday BEFORE the test date, and mailed directly to the address listed above. Verifiable documentation is required. In the case of a death in the immediate family or an unforeseen hospitalization, an applicant must contact CPS HR Consulting no later than 5 p.m. on the Tuesday after the test date at 866.864.1072 extension 3245. A determination will be made if you will be scheduled for an alternate test date.

Examination Process - The Written Test (100% of Final Ranked Rating)

1. **Exam date:** It is anticipated that the written test will be administered on Saturday, May 6, 2017. You will only attend on one day, which will be assigned to you after your application has been processed. Additional dates may be added as needed. You will not have the option to change the date. The exam itself is three hours but you will be at the exam location longer than three hours.
2. The examination will be administered in a stadium seating style lecture hall. Any accommodation requests must be made in advance. See the "Accommodations" section above regarding these requests.
3. In case of severe weather, please call 646-664-3311 to learn of any changes to the test administration schedule.
4. Calculators, computers, translators or other electronic devices will not be permitted into the exam.
5. A written test will determine your score. The minimum passing final score is 70. All passing scores will be banded.
6. **Subject of Examination:** This examination consists of a multiple-choice assessment of relevant knowledge, skills, and abilities and will comprise 100% of final ranked scores. The written test may consist of multiple-choice questions that evaluate applicants' knowledge/skills/abilities of the following potential content areas: judgment, observational skills, dispute resolution, customer service skills, interviewing skills, communication skills, listening skills, ability to follow orders and take direction, organization skills, telephone skills and writing skills. The questions are covered in a situation question format or by multiple-choice requiring possession of such skills. All the information required to answer any question on this written test will be presented in the scenarios and/or as part of the test question itself. You will not be required to have any special knowledge of being a Peace Officer or of CUNY. A Test Review Session will not be held for this test.

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 Written Exam 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 order of 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 physical agility test, a medical screening including a drug test, psychological screening and a background investigation, including a fingerprint screening, criminal history review, verification of education, licenses and work history before appointment. Candidates are required to pay the fees for fingerprinting. The physical agility test includes, but is not limited to, running 300 yards in 80 seconds or less, running down and climbing back up 3 flights of stairs in 45 seconds or less, and dragging 50 pounds a distance of 50 feet in 8 seconds or less. Candidates must be eligible to obtain New York State Peace Officer Status in order to be appointed. 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 selected.

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 Peace Officer 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 Peace Officers 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 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.
- 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, disability accommodation during the written test or an alternate written test date.
- 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.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: CUNY CPO Exam #2053, 241 Lathrop Way, Sacramento, CA 95815.

- 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 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: CPO Exam # 2053**, 241 Lathrop Way, Sacramento, CA 95815.

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.

**Remember: Applications and official documents
must be received (not postmarked)
by 5:00 pm Eastern Daylight Time on the closing date of
Thursday, March 30, 2017**

**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