EXAMINATION NOTICE

The City University of New York Announces
An Promotional Civil Service Examination for:

Supervisor Thermostat Repairer

Exam #1099

Salary Schedule
Upon entry: $81,594

Filing Period Opens: Monday, September 11, 2006
Filing Period Closes: Thursday, October 5, 2006 -- Applications must be received by (not postmarked by) this date.

Filing Fee: A $60 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

Description of the Job

Under direction, supervises Thermostat Repairers and other assigned personnel in the installation, repair, replacement, and maintenance and testing of various types of thermostats and related equipment used for the control of heating, ventilation and air condition systems. Makes inspections of equipment in order to determine required repairs and maintenance. Keeps records and makes reports.

The Selection Process

The general steps in the selection process are as follows:

Step 1. Complete the application. Mail the completed packet to The City University of New York, Attn: Civil Service Examinations, 535 E. 80th Street, New York, NY 10021.

Step 2. Meet the minimum qualifications for appointment to the title (see the next section).

Step 3. Complete The Work Experience Test Form.

Step 4. A CUNY Certified List of Eligibles will be established for the title.

Step 5. If qualified, you may be invited for an interview by your college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

Your final banded score will be determined by the grade you receive on the Training and Work Experience Evaluation Form and the veteran preference credit/legacy credits you receive, if any. Your final banded score will determine the order in which you are certified from the eligible list for vacancies that come up. 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.

The civil service certified list of eligibles resulting from the PROMOTIONAL examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the Supervisor Thermostat Repairer Title

By the close of the filing period (Thursday, October 5, 2006), you must:

1. Accurately complete all of the information requested of you by the Training & Work Experience Data Form and The Work Experience Test Form;
   Note: It is your responsibility to update your point of contact information with CUNY Civil Service Exams if
you change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, or telephone number.

2. Attest to the accuracy of the information you provided;

3. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process;

4. After you completed the application packet, return it via mail to: The City University of New York, Attn: Civil Service Examinations, 535 E. 80th Street, New York, NY 10021. Do not return your paper application packet to a CUNY college. Applications must be received (not postmarked) by the closing date of October 5, 2006;

5. Pay the non-refundable filing fee of $60 via a postal or bank money order (no personal checks accepted) to: The City University of New York, Attn: Civil Service Examinations, 535 E. 80th Street, New York, NY 10021;

6. Pass the minimum qualifications evaluation; and

7. Submit all supporting documentation of your claims of veterans’ preference credit.

Filing Fee: Submission of the fee will not be accepted after the close of the filing period. You must pay the filing fee. You must pay the filing fee with a postal or bank money order or certified check made payable to The City University of New York or CUNY. The filing fee will not be waived or refunded under any circumstances. We cannot accept personal checks.

Specific Qualifications:

By the close of the filing period (Thursday, October 5, 2006), you must:

1. Have permanent status in the Thermostat Repairer title.

Before being appointed unconditionally, you must:

1. Meet the minimum qualifications of the position and

2. Undergo a background check, including a fingerprint screening and verification of your education and work history.

The Work Experience Test (100% of Final Ranked Rating)

Your score will be determined by an assessment of your experience. The information that you provide on the Work Experience Test Form will be scored. You will receive a score of 70 points for meeting the minimum qualifications. After these qualifications are met, you will receive credit up to a maximum of 100 points based on your relevant work experience.

This examination was prepared and will be scored 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.

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.”

Claiming Veterans Preference Credit

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have 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 between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950, to January 31, 1955 (Korean Conflict)
- December 22, 1961, to May 7, 1975 (Vietnam Conflict)
- June 1, 1983, to December 1, 1987 (Hostilities in Lebanon)*
- October 23, 1983, to November 21, 1983 (Hostilities in Grenada)*
- December 20, 1989, to January 31, 1990 (Hostilities in Panama)*
- August 2, 1990, to end of hostilities - - - not yet determined (Persian Gulf Conflict)

* = requires Expeditionary Medal

OR in the U.S. Public Health Service between:

- June 26, 1950, to July 3, 1952
- July 29, 1945 to September 2, 1945

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 Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: CUNY COA Examination, 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: CUNY COA Examination, 241 Lathrop Way, Sacramento, CA 95815. Regardless of the method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of...
your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 1, 1998, the 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.

Appointment Information

Eligible Lists -- Once you pass the examination, your name will remain on the certified promotional list of eligibles for up to one year during which time you may be appointed to a probable permanent position in the University.

Proof of Identity and Work Authorization -- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identify and proof of the right to obtain employment in the United States within three days of your first day of work.

Probationary Period -- Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles which may be extended, under certain circumstances, as noted in The City University of New York’s Civil Service Personnel Rules and Regulations.

English Requirement -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

Fingerprinting -- If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently $75, imposed by the State of New York).

Background Investigation -- The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

Notice to Retirees -- For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

Other

Applicants or their representatives may call Civil Service Examinations at 212-794-5424 for further information regarding this exam.

END