



EXAMINATION NOTICE

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

College Print Shop Specialist, Exam #2075

Filing Period Opens:	Tuesday, March 28, 2023
Filing Period Closes:	Friday, April 28, 2023 Applications and all other required documents, including payment of filing fee, must be <u>submitted or postmarked</u> by 11:59 pm Eastern Standard Time (EST) on Friday, April 28, 2023.
Filing Fee:	\$40.00 , <u>non-refundable</u> , unless a fee waiver is granted. For more information, see Fee Waiver in the Application Process section.
Salary:	New Hires: \$29,712 Current Employees: \$33,571

Minimum Qualifications

In order to qualify to take the exam, **on the last day of the filing period (April 28, 2023)**, you must possess:

A high school diploma or its educational equivalent from an accredited institution **and** six (6) months of satisfactory, full-time work experience in basic printing, duplicating, and/or reproduction work.

Notes:

- (1) CUNY considers full-time work to be at least 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 (e.g., two month’s related work experience at 20-34 hours per week equate to one month’s full-time related work experience.) Part-time experience of fewer than 20 hours per week will NOT receive any credit.
- (2) Provisional, hourly or temporary service as a CUNY College Print Shop Specialist **cannot** be used to meet the *minimum requirements* for this examination. Provisional, hourly or temporary service as a CUNY College Print Shop Specialist **can only** be used to receive *additional points* on this exam (see **Examination Process** section for more information). Provisional, hourly or temporary service as a CUNY College Print Shop Assistant, College Print Shop Associate, and/or College Print Shop Coordinator can be used to meet the minimum qualifications for this exam as well as additional points on this exam.
- (3) Those candidates who were educated outside of the United States and wish to have such foreign education credited on this examination must follow the foreign education procedure. Please refer to **G. Verification of Education and Work History / Foreign Education** in the Additional Information section for more information.

English Language Proficiency: All candidates must be able to speak, read, write, and comprehend the English Language. English proficiency will be evaluated at the time of interview.

You are responsible for determining whether 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.

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.

Description of the Job

This position performs work in the field of college print shop activities. There are five assignment levels for this title. In addition to the following typical assignments, all employees perform other related duties.

General Work Tasks:

All levels perform the following tasks:

Maintains production standards, quality control, safety standards.

Sets up, operates, and maintains folding, saddle stitching, collating, binding, punching, padding, and cutting equipment.

Responsible for maintenance of copiers and maintaining copier supplies.

Utilizes and maintains printing and binding equipment, as necessary.

Coordinates the work of Part-time employees, periodically reviewing progress and quality of work.

Maintains liaison with various client departments, advising on technical aspects of equipment capacities, use of materials, suitable reproduction techniques, etc.

Sets up, operates, and maintains offset press.

Performs binding work.

Performs minor, routine maintenance and repair work on equipment.

Coordinates project priorities; schedules equipment usage.

Creates posters using wide format or commercial graphic printer.

Creates color calibrations to register colors on computer or copier.

Maintains production inventory and cost control, as directed by an administrative manager.

Mixes inks and chemicals.

Creates posters utilizing foam boards or card stock.

Creates photo offset masters using a variety of techniques.

Performs recordkeeping, housekeeping, and inventory tasks.

Strips line and halftone negatives at close tolerance in exact register.

May supervise the activities of part-time employees.

May train print shop staff.

Operates inserting and mailing equipment.

Level I

In addition to the general work tasks, under close supervision¹, this position is also responsible for the pick-up from and delivery to customers of work product.

¹ Close Supervision indicates that the incumbent is assigned duties according to specific procedures. Work is checked frequently, and in addition there may be formal training.

Level II

In addition to the general work tasks, this position performs the following additional tasks:

- May operate inserting and mailing equipment.
- Performs recordkeeping, housekeeping, and inventory duties.
- May supervise Level 1 Print Shop Specialists.

Level III

Under moderate supervision², with some latitude for independent action, Print Shop Specialist Level III is responsible for the performance of all general work tasks, as well as those performed by Level I & II Print Shop Specialists. Individuals in this level may also supervise Level I and II employees.

Level IV

Under general supervision³, with wide latitude for independent action, Print Shop Specialist Level IV is responsible for the performance of all general work tasks, as well as those performed by Level I, II and III Print Shop Specialists. Individuals in this level may also supervise Level I, II and III employees.

Level V

Under direction⁴, with wide latitude for independent action, Print Shop Specialist Level V is responsible for all general work tasks as well as those performed by Level I, II, III and IV Print Shop Specialists. Additionally, Level V employees may perform the following tasks:

- Supervise Level I, II, III and IV employees.
- Manage a campus printing operation in its entirety.

Application Process

If you meet the minimum qualifications listed above, by the last day of the filing period (April 28, 2023), you must complete the following steps:

1. **Application:** Complete the entire *Examination Application*. The completed *Examination Application* must be **received by CUNY or postmarked by 11:59 pm EST on April 28, 2023** by one (1) of the following methods:

By e-mail: Attach the files (see below) to: CivilServiceExams@sunysb.edu
Subject of email: College Print Shop Specialist, Exam #2075
When submitting your *Examination Application* by email, please submit a saved PDF copy of the fill-in *Examination Application* form and a “print to pdf” file or “scan of a print copy” of your completed *Examination Application*.
Name of fill-in file: *First Name Last Name Exam App CPSS2075.pdf*
Name of scan file: *First Name Last Name Exam App (scan) CPSS2075.pdf*

OR

By FAX: Send to: (646) 664-3836
Subject on cover page: ATTN: College Print Shop Specialist, Exam #2075

OR

² Moderate Supervision indicates that the incumbent performs a variety of routine duties within established policies and procedures or by referral to the supervisor’s guidelines.

³ General Supervision indicates that the incumbent develops procedures for performance of variety of duties; or performs complex duties within established policy guidelines.

⁴ Direction indicates that the incumbent establishes procedures for attaining specific goals and objectives in a broad area of work. Only the final results of work done are typically reviewed. Incumbent typically develops procedures within the limits of established policy guidelines.

By mail: Address to: The City University of New York
ATTN: College Print Shop Specialist, Exam #2075
395 Hudson Street
New York, NY 10014

ONLY use Adobe Acrobat (Reader or Professional) to complete the Examination Application.
Some fields do not work properly with other programs. Missing information cannot be added after the close of the filing period.

Make sure all fields in the *Examination Application* are completed. Applicants are not able to modify the *Examination Application* once submitted. Applicants who do not submit a completed *Examination Application* will be found **Not Qualified**.

E-MAILED APPLICATIONS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR EXAMINATION APPLICATION TO ANY CUNY COLLEGE.

2. **Proof of Education:** Have a copy of your high school diploma, GED, college diploma, college transcript sent directly to CUNY. All scores will be conditional upon receipt and review of these document(s). **All required documents must be received by CUNY or postmarked by 11:59 pm EST on April 28, 2023.** CUNY will only accept documents sent by one (1) of the following methods:

By e-mail: Attach PDF to: CivilServiceExams@uny.edu
Subject of email: College Print Shop Specialist, Exam #2075
Name of PDF file: *First Name Last Name Education CPSS2075.pdf*

OR

By FAX: Send to: (646) 664-3836
Subject on FAX cover page: ATTN: College Print Shop Specialist, Exam #2075

OR

By mail: Address to: The City University of New York
ATTN: College Print Shop Specialist, Exam #2075
395 Hudson Street
New York, NY 10014

If you were educated outside of the United States, refer to **G. Verification of Education and Work History / Foreign Education** in the Additional Information section.

Applicants who do not submit proof of education will be found Not Qualified. Proof of education will not be accepted after the end of the filing period (April 28, 2023) for U.S education or the deadline listed for foreign education evaluations.

E-MAILED PROOF OF EDUCATION IS STRONGLY RECOMMENDED.

DO NOT RETURN A COPY OF YOUR EDUCATION DOCUMENT(S) TO ANY CUNY COLLEGE.

3. **Filing Fee:** Pay the **non-refundable filing fee of \$40.00.** Personal checks will **not** be accepted. The filing fee is non-refundable filing fee and will **not** be refunded if you are found Not Qualified. Payment of the filing fee **must be received by CUNY or postmarked by 11:59 pm EST on April 28, 2023** by one (1) of the following methods:

- A. To pay the non-refundable filing fee of \$40.00 by Credit Card or eCheck,** click on the following:

<https://www.cuny.edu/employment/civil-service/>

Under **CUNY Hiring Fees**, click on the link for **CUNY HR Exam Fees**. At the top of the form, the *Account* must state HR Exams. Fill out all of the fields, select the payment type and make sure to complete the following fields as shown:

Job Title A-D: select: **College Print Shop Specialist-\$40**

Job Title E-P: leave this field blank

Job Title Q-Z: leave this field blank

Next, enter the confirmation # in the **Filing Fee** section of the *Examination Application*. **A copy of your receipt must be included with your submission.** Keep a copy of your receipt.

OR

B. To request a fee waiver of the non-refundable filing fee of \$40.00, see Number 6. *Fee Waiver* on page 5. Follow the directions in the *Application for Fee Waiver* form.

4. **Attestation Form:** You must complete the *Attestation Form* and sign it using a blue or black pen (electronic signatures or script font will not be accepted). 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. The completed *Attestation Form* **must be received by CUNY or postmarked by 11:59 pm EST on April 28, 2023** by one (1) of the following methods:

By e-mail: Attach PDF to: CivilServiceExams@cuny.edu
Subject of email: College Print Shop Specialist, Exam #2075
Name of file: *First Name Last Name Attestation CPSS2075.pdf*

OR

By FAX: Send to: (646) 664-3836
Subject on cover page: ATTN: College Print Shop Specialist, Exam #2075

OR

By mail: Address to: The City University of New York
ATTN: College Print Shop Specialist, Exam #2075
395 Hudson Street
New York, NY 10014

Applicants who do not submit a completed *Attestation Form* will be found Not Qualified.

E-MAILED ATTESTATION FORMS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR ATTESTATION FORM TO ANY CUNY COLLEGE.

5. **Fee Waiver:** Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for this waiver, you must have a *demonstrable* financial hardship and complete an *Application for Fee Waiver* form. Your completed fee waiver request form and supporting documents **must** be submitted along with your Application (see 4. *Application* above) and **must be received by CUNY or postmarked by 11:59 pm EST on April 28, 2023**.
6. **Location Preference:** 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 five (5) boroughs MAY be created. When the borough 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.

Examination Process – Education and Experience Test (100% of Final Ranked Rating)

Education and Experience Test: The **Education and Experience Test** will determine your final score. Your education and work experience will be evaluated to determine if you meet the Qualification Requirements. If you meet the Qualification Requirements you will receive a passing score of 70%. Your additional work experience will then be scored, up to a maximum of 100%. It is critical that you be as accurate and complete when completing your *Examination Application*. Your claims 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 may 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. **Eligible List:** 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 up to three additional years, for a maximum of four years. Each candidate's final score will be determined by the Education and Experience Test and any veteran preference and/or legacy credits awarded (see *Veteran and Legacy Credit* section below). The final 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://www.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists>.

2. **Filling Vacancies:** 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 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. **Probationary Period:** 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.

Veteran and Legacy Credit

1. **Veteran 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 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 download and complete a *Claiming Veteran's Credit* form. The completed *Claiming Veteran's Credit* form must be submitted by one (1) of the following methods:

Veteran's Credit or Disabled Veteran's Credit should be requested at the time of application but **must** be requested before the date the eligible list is established. **If you submit a request for Veteran's Credit by mail, it is strongly recommended that you maintain proof of mailing your request.**

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>.

2. **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 CUNY, prior to eligible list establishment, documentation verifying their claim. For more information on Legacy Credit, see *Requesting Legacy Credit*.

Legacy Credit should be requested at the time of application but **must** be requested before the date the eligible list is established.

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.

3. **Deadline for Claiming Veteran and/or Legacy credit:** You must submit all supporting documentation of your claims of veteran preference credit or legacy credit eligibility before the establishment of the eligible list. To claim Veteran's credit, follow the directions in the *Claiming Veteran's Credit* form. To claim Legacy credit, follow the directions in the *Requesting Legacy Credit* form. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentation.
4. **Submitting Veteran and/or Legacy credit:** The completed *Claiming Veteran's Credit* form or *Requesting Legacy Credit* form must be submitted by one (1) of the following methods:

By e-mail: Attach PDF to: CivilServiceExams@cuny.edu
Subject of email: College Print Shop Specialist, Exam #2075
Name of file: *First Name Last Name Veteran/Legacy CPSS2075.pdf*

OR

By FAX: Scan to: (646) 664-3836
Subject on cover page: ATTN: College Print Shop Specialist, Exam #2075

OR

By mail: Address to: The City University of New York
ATTN: College Print Shop Specialist, Exam #2075
395 Hudson Street
New York, NY 10014

If you submit a claim by mail, it is strongly recommended that you maintain proof of mailing your request.

Additional Information

- A. **Release of Failing Test Scores:** 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. **Separate Municipal Employer:** Please note that the City University of New York (CUNY) is a separate municipal employer. Therefore, employees of New York City agencies or authorities **cannot** transfer to CUNY. If an employee of a New York City agency or authority 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. **Method of Contact / How to Update Contact Information:** E-mail 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.
- 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. **Candidate's Responsibility:** It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation for claims of veteran/disabled veteran, foreign education and/or requests for fee waiver.
- G. **Verification of Education and Work History / Foreign Education:** Candidates' education and work history will be verified. A candidate who was educated outside of the United States and needs the foreign education to be credited on this examination must have the education evaluated by a CUNY approved evaluation service (at the candidate's expense) to determine its equivalence to education completed within the United States. If you wish to claim credit for a foreign diploma or degree, request a "**document-by-document**" evaluation. Evaluating agencies that are certified to make this evaluation are listed on the *Foreign Education Evaluation Fact Sheet*. Candidates must pay the evaluation fee directly to the evaluating agency selected. **Important:** The evaluation agency selected must send a scan of the original evaluation directly to CivilServiceExams@cuny.edu within 60 days after the close of the filing period or an original evaluation must be post-marked within 60 days after the close of the filing period and mailed to:
- The City University of New York
ATTN: College Print Shop Specialist, Exam #2075
395 Hudson Street
New York, NY 10014
- Note:** If you have earned a higher-level degree in the United States that supersedes the level and type of education required to meet the qualification requirements, you do not need to submit a foreign education evaluation. However, you must indicate that you have completed the higher-level degree in the United States; proof of acceptance into an academic program or school is not sufficient to determine satisfactory equivalency.
- H. **Retirees from Public Service Employment:** 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). However, CUNY will **not** 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 for calendar year 2020 and later is \$35,000 per year.
- I. **Appeals:** 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 *Stage I Appeal of Test Results or Disqualification* at: <https://www.cuny.edu/employment/civil-service/appeal-procedure>.

- J. **Civil Service at CUNY:** More information about civil service at The City University of New York is available on our website at: <https://www.cuny.edu/employment/civil-service>.
- K. **For further information regarding this examination:** Applicants or their representatives may email Classified.Centex@cuny.edu.

Examination Application, Attestation Form, payment of filing fee or fee waiver form, a copy of education and all other official documents must be received by CUNY or postmarked by 11:59 pm Eastern Standard Time on Friday, April 28, 2023.

Submissions received by CUNY or postmarked after 11:59 pm Eastern Standard Time on Friday, April 28, 2023 will not be accepted.

Incomplete submissions will not be scored.