



EXAMINATION NOTICE

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

Custodial Supervisor, Exam #2081

Filing Period Opens:	Wednesday, January 31, 2024
Filing Period Closes:	Friday, March 1, 2024 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, March 1, 2024.
Filing Fee:	\$47, non-refundable , unless a fee waiver is granted. For more information, see Fee Waiver in the Application Process section.
Salary:	New Hires: \$34,401 Current Employees: \$38,873 <i>Annual salaries are subject to adjustment by recent collective bargaining agreement between CUNY and DC37.</i>

Minimum Qualifications

In order to qualify to take the exam, on the last day of the application period (**March 1, 2024**), you must possess:

Completion of an eighth grade education **and** three (3) years of full-time experience in the cleaning and maintenance of a building.

Additional education above the eighth grade may be substituted on a year-for-year basis for up to two years of the required work experience. However, all candidates must possess a minimum of one (1) year of full-time work experience as described above.

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** be credited at all.

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.

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

Under supervision, perform work of ordinary difficulty and responsibility supervising cleaning and maintenance of buildings, their furnishings and their immediate grounds. All personnel perform related work as needed.

On an assigned tour of duty, supervises a small- to medium-sized group of employees, principally cleaners, engaged in cleaning and maintaining college buildings and their furnishings. This involves such tasks as sweeping, dusting, scrubbing, polishing, washing, shampooing carpets, cleaning sidewalks and walkways of dirt, debris and snow, gathering and disposing of refuse in accordance with New York City recycling regulations, operating elevators, moving school furniture, and mowing and caring for lawns.

- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Prepares work schedules utilizing college systems for scheduling and/or timekeeping.
- Stores and issues supplies.
- Trains or arranges for training of new employees.
- Monitors and evaluates employee performance in keeping with CUNY guidelines.
- Maintains records and prepares required reports.
- Oversees the use and maintenance of cleaning equipment such as compactors, extractors, buffing machines, vacuum cleaners, etc.
- May perform minor maintenance work such as replacing light bulbs.
- Ensures all appropriate safety procedures are observed in the performance of tasks.
- Directs the use of high dusters and extensions in the performance of assigned tasks in compliance with all safety regulations.

Application Process

By the last day of the application period (March 1, 2024), you must:

1. **Minimum Qualifications:** Meet the minimum qualifications (see the *Minimum Qualifications* section above).
2. **Proof of Education:** Have a copy of your proof of completion of the eighth grade or higher (e.g., 8th grade diploma, a letter from a school showing highest grade completed, high school diploma, GED) 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 CPS HR Consulting (NOT postmarked) by 11:59 pm EST on Friday, March 1, 2024***. CPS HR Consulting will only accept education documents sent by one of the following methods:

By e-mail: Scan a copy to: cunysupport@cpshr.us
Subject of email: Custodial Supervisor, Exam #2081

OR

By mail: CPS HR Consulting
 ATTN: Custodial Supervisor, Exam #2081
 2450 Del Paso Road, Suite 160
 Sacramento, CA 95834.

OR

By FAX: Scan a copy to: (916) 561-7230
Subject on FAX cover page: ATTN: Custodial Supervisor, Exam #2081

- * **Foreign Education Evaluation:** 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. The deadline is extended for foreign education evaluations.

3. **Application:** 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 “Custodial Supervisor, Exam #2081” for the exam notice, or click on the *Exams Xpress* link at the right side of the page.

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.

Otherwise, mail payments and completed paper applications to:

**CPS HR Consulting
Attn: Custodial Supervisor, Exam #2081
2450 Del Paso Road, Suite 160
Sacramento, CA 95834**

4. **Attestation:** 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. **Filing Fee:** Pay the **non-refundable filing fee of \$47.00**, 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 (see “6. Fee Waiver” below). 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 are found Not Qualified on this examination.**
6. **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 the “*Application Fee Waiver Request and Certification Form.*” Your waiver request form and supporting documents **must** be submitted along with your application.
7. **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. The City University of New York reserves the right to combine borough specific eligible lists if such lists are extended past one year.
8. **English Language Proficiency:** All candidates must demonstrate the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for the job. English proficiency will be evaluated at the time of interview.

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

Online Work Experience Test: The **Online Work 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%. You will be asked to assess your level of experience performing each activity and to assign a rating for each activity. Your ratings 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. All passing scores may be banded.

If it is found that you over-inflated your ratings, you will be disqualified from the examination process and your application fee will not be refunded.

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(s) 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.

Effective September 7, 2023, Civil Service Law Section 6.3 was amended so that all time spent as provisional employee shall be credited toward the probationary period that is required upon permanent appointment to the same in-title position. The permanent position must be immediately following the provisional position.

Veteran's and Legacy Credit

1. **Veteran's 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 indicate this as part of the electronic application process, download the form, and complete it. 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.**
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 CPS HR Consulting Services, prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to: **CPS HR Consulting, ATTN: Custodial Supervisor, Exam #2081, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**

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. **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>.

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. When candidates who completed education outside of the United States and that education is required to qualify for an examination (for example, a high school diploma), they must have the education evaluated at their own expense to determine its equivalence to education completed within the United States. If you wish to claim credit for a foreign education, request a "**document-by-document**" evaluation. Evaluating agencies that are certified to make this evaluation are listed on the *Foreign Education Evaluation Fact Sheet*. It can be downloaded from: <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 60 days after the close of the filing period to: **CPS HR Consulting, ATTN: Custodial Supervisor, Exam #2081, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- 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.

Completed applications, including payment of filing fee, and official documents must be received (not postmarked) by 11:59 pm Eastern Standard Time on Friday, March 1, 2024.