



EXAMINATION NOTICE

The City University of New York Announces a Civil Service Examination for

Promotion to Custodial Supervisor, Exam #2080

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 submitted or postmarked 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>

Eligibility to Take Examination

This examination is open to each City University of New York (CUNY) employee who, on the last day of the application period (March 1, 2024), has completed the 8th grade, has at least three (3) years of satisfactory, full-time experience in the cleaning and maintenance of a building (may be CUNY or non-CUNY experience) **and** holds a:

1. non-competitive title of *CUNY Custodial Assistant*; **OR**
2. permanent (not provisional) competitive appointment for the title of *City Custodial Assistant*; **AND**
3. is not otherwise ineligible.

- Notes:**
- 1) One year of completed post 8th grade education may be substituted for one year of work experience to a maximum of two years of the required experience.
 - 2) Experience supervising staff in the cleaning and maintenance of a building may substitute for the above experience on a month for month basis.
 - 3) 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.

You are responsible for determining whether you meet the eligibility requirements for this examination prior to submitting your application. If you are marked “Not Eligible,” 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

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. **Eligibility:** Meet the requirements in the *Eligibility to Take Examination* 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@cpsshr.us
Subject of email: Promotion to Custodial Supervisor, Exam #2080

OR

By mail: CPS HR Consulting
 ATTN: Promotion to Custodial Supervisor, Exam #2080
 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: Promotion to Custodial Supervisor, Exam #2080

* **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.cpsshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Promotion to Custodial Supervisor, Exam #2080" 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: Promotion to Custodial Supervisor, Exam #2080
2450 Del Paso Road, Suite 160
Sacramento, CA 95834**

4. **Attestation Form:** 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.

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

E-MAILED ATTESTATION FORMS ARE STRONGLY RECOMMENDED.

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 *Application Fee Waiver Request and Certification Form* (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 Eligible 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.

To request a fee waiver of the non-refundable filing fee of \$47.00, see Number 6. **Fee Waiver** on page 6. Follow the directions in the *Application for Fee Waiver* form. Supporting documentation **must** be provided.

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. If you meet the requirements in the ***Eligibility to Take Examination*** section, you will receive a passing score of 70%. The test then asks you about specific work activities you may have performed during your career. 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 awarded (see *Veteran’s 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 promotional list(s) resulting from the examination will be compiled on a campus specific basis. Candidates will be called to interview for positions by campus and 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. The City University of New York also reserves the right to combine the campus specific promotional lists if such lists are extended past one year.
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 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. **Deadline for Claiming Veteran's 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. 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 applicant to provide appropriate documentation.
3. **Change in Disabled Veteran's 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. **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.

- C. **All candidates must meet the Eligibility Requirements at the time of application.** A candidate who does not meet the Eligibility Requirements 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.
- 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. **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.
- F. **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: Promotion to Custodial Supervisor, Exam #2080, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- G. **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>.
- H. **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>.
- I. **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.