



EXAMINATION NOTICE

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

Campus Security Assistant Exam #2036

New Hires or Current CUNY employees with less than 2 years of CUNY service Salary upon appointment: \$23,968	Current CUNY Employees with 2 years or more of CUNY service Salary upon appointment: \$27,084
After 18 months of service as a Campus Security Assistant: \$27,779	After 18 months of service as a Campus Security Assistant: \$30,557
Salary determined by collective bargaining	

Filing Period Opens: **Wednesday, July 6, 2011**
Filing Period Closes: **Continuous Recruitment**

Filing Fee: A \$30 filing fee is required by all applicants unless qualified to receive a waiver.

Minimum Requirements at the time of application:

1. **High School Diploma or GED.**
2. **A valid New York State Security Guard License.**
3. **One (1) year of full-time work experience OR one (1) year of U.S. Military service.**
Note: CUNY considers full-time work to be 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. Part-time experience of less than 20 hours per week will NOT be credited at all.
4. **United States Citizenship or Permanent Resident Status.** See eligibility requirements below.
5. **Demonstrable English language proficiency: be able to speak, read, write, and comprehend the English Language. English proficiency will be evaluated at the time of interview.**

The following is required for appointment at some CUNY colleges:

6. **A valid Driver's License from any state or territory of the United States of America.**

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.

NOTE: To learn more about getting a New York State Security Guard License, go to:
<http://criminaljustice.state.ny.us/ops/sqtraining/index.htm>

Description of the Job

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

Campus Security Assistants work closely with Campus Peace Officers, but do not receive Peace Officer status. This is a full time position working a 40 hour work week.

General Work Tasks

Post Duties *

Act as a First Responder to alarms and calls for service.

Observe campus activities, reporting suspicious behavior and other incidents to Central Dispatch and/or a ranking officer within Public Safety.

Enforce college rules and regulations as specified in Standard Operating Procedures.

Check IDs and parking passes/decals (where applicable) of students, faculty, staff, and visitors, in accordance with the College's access policy.

Answer department telephone lines, including emergency calls.

Provide travel directions to college and campus buildings, offices, and services.

Accept items to the campus Lost & Found.

Occasionally, at some colleges, driving the college vehicle providing a driving or walking safety escort or to assist the campus public safety officer during emergency transport off campus and other events on campus as specifically assigned (a valid driver's license is required for this purpose).

Administrative Duties

Maintain a personal record (memo book) of daily job activities and incidents in the manner determined by the Campus Public Safety Director.

When assigned, carefully monitor the premises through the campus CCTV system.

Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.

Act as central dispatcher, when assigned.

When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.

Maintain radio contact with the Department's Central Dispatch.

*The word "post" does not necessarily imply a fixed post at which a Campus Security Assistant is expected to remain for the entire duration of a tour. A roving patrol may be considered a post.

Subject of Exam

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

The online **Work Experience Test** will determine your final score. The test 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. It is critical that you be as accurate in your assessment as possible. Your ratings 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 will 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

Application & Selection Process

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED

Applications must be received (not postmarked) by the closing date.

Step 1. Complete the online application or download the application from: <https://cuny.cps.ca.gov> or www.cuny.edu. At Cuny.edu click on **Employment**, then **Classified Civil Service** then **Upcoming Civil Service Exams**, and then Campus Security Assistant Exam #2036 for the exam notice or click on the **EXAMS XPRESS** link at the top of the page.

By the close of the filing period, you must:

- Complete the application, online or paper, including the Work Experience Test. Accurately complete all of the information and attest to the accuracy of the information you provided. As a part of the application, you must attest to your understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process;
- Provide documentation supporting of your claims of veteran's preference or legacy credit and any required or relevant licenses;
- Pay the non-refundable filing fee of \$30, 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.

If submitting a paper application, please send the completed application to:

CPS HR Consulting
Attn: Campus Security Assistant Exam (CUNY)
6700A Rockledge Drive, Suite 510 Bethesda, MD 20817

Applications will not be accepted at any CUNY college or CUNY address.

Note: It is your responsibility to update your contact information. Changes to your name, address, telephone number, or e-mail address will make it harder to locate you.

- Step 2. Meet the minimum qualifications for the title.
- Step 3. Pass the **Work Experience Test** online.
- Step 4. When you have passed the entire examination and your final banded score has been calculated, you may view your score in the Exams Xpress system. You will be notified of your results.
- Step 5. A CUNY Eligible List will be established. The eligible list established as a result of this test will be certified on the basis of each college's designation as a driving or non-driving college and the eligible candidate's possession of a driver's license.
- Step 6. If qualified, you may be invited for an interview by a college.
- Step 7. If selected, after the conditional offer of employment, you must successfully undergo:
- a job suitability psychological exam
 - a medical exam in which you will be required to demonstrate a physical readiness for the performance of the tasks of the job. This will include a screen for drug usage.
 - a background investigation, including a fingerprint screening and verification of your education, licenses and work history. You are required to pay the fees for fingerprinting.

NOTES:

- A. Email is the preferred method of communication between CUNY and exam applicants. Please include a valid email address with your application and keep it up to date.
- B. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@mail.cuny.edu or mailed to OHRM, Classified Service, 535 East 80th St, New York, NY 10075. **NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.**
- C. All candidates must meet the minimum qualifications at the time of application. If you do not meet the minimum qualifications for this title, you will be disqualified; if you have already been appointed, you will be terminated.
- D. By the close of the application all applicants **MUST** possess a valid New York State Security Guard License; applicants must provide specific information about this license in their application packets, including date issued, license number, and expiration date. This license must also be maintained as a requirement of continued employment. Candidates will be required to produce the original license at the time of interview.
- E. Some CUNY colleges require a driver's license for this position. Candidates on the eligible list resulting from this exam will be certified to those colleges only if they possess a valid driver's license (not a learner's permit) at the time of application and throughout the selection process. The driver's license must be maintained as a requirement of continued employment. For CUNY colleges that do not require a driver's license, candidates will be certified regardless of possession of a driver's license.
- F. Your final banded score will be determined by your Work Experience Test score and any veteran's preference / legacy credits (see below) that you receive. Your final banded score will determine the order in which you are certified from the eligible list for vacancies. 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 eligible list resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. New York City residency is not required for employment in this title.
- G. **Notice to Retirees:** 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. For 2011, the annual earnings limitation is \$30,000 per year.
- H. **Release of Test Scores below 70.** Per University regulations, the University does not release raw scores of test components once it has been determined that an applicant failed or has failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."
- I. Continued employment as a Campus Security Assistant is contingent upon the satisfactory completion, following assignment or appointment, of such training courses or programs as may be prescribed by the Vice Chancellor for Office of Human Resources Management, and/or the University Director of Public Safety and as required in order to comply with New York State Security Guard Licensing rules and regulations. All Campus Security Assistants are subject to random drug screening.

Claiming Veteran's Preference and / or Legacy 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 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 Exams Xpress application process. You must complete and submit the form by the close of the filing period.

If you pass an examination for original appointment (not promotion), you may be eligible for Legacy Credits being 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.

For Parent Legacy Credit: A candidate shall qualify for Parent Legacy Credit if his or her parent 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.

For Sibling Legacy Credit: A candidate shall qualify for Sibling Legacy Credit if his or her 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. 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 for an exam 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.

Applications for Veteran and / or Legacy credit must be send it to:

**CPS HR Consulting
ATTN: Campus Security Assistant Exam (CUNY)
6700A Rockledge Drive, Suite 510, Bethesda, MD 20817**

No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation of an honorable discharge or release under honorable conditions. 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's preference credit in examinations.

Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, **prior to eligible list establishment**, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

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 open-competitive examination.

Applicants or their representatives may call CPS HR Consulting toll free at 866-864-1072, extension 3245, for further information regarding this examination.