



TRANSITION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
00-502 Investigative Specialist Trainee 1 (Motor Vehicle)	Equated to G-13	\$46,529	\$15
00-503 Investigative Specialist Trainee 1 (Motor Vehicle) (Chinese Language)	Equated to G-13	\$46,529	
00-504 Investigative Specialist Trainee 1 (Motor Vehicle) (Creole Language)	Equated to G-13	\$46,529	
00-505 Investigative Specialist Trainee 1 (Motor Vehicle) (Italian Language)	Equated to G-13	\$46,529	
00-506 Investigative Specialist Trainee 1 (Motor Vehicle) (Korean Language)	Equated to G-13	\$46,529	
00-507 Investigative Specialist Trainee 1 (Motor Vehicle) (Russian Language)	Equated to G-13	\$46,529	
00-508 Investigative Specialist Trainee 1 (Motor Vehicle) (Spanish Language)	Equated to G-13	\$46,529	

Written Test To Be Held:
APRIL 22, 2023

You MUST submit your application online or postmark it by:
FEBRUARY 22, 2023

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

You must review important information on the New York State Department of Civil Service COVID-19 policy that applies to all candidates sitting for in-person Civil Service examinations being administered at a New York State test center. You can access our full [policy](#) on the Department of Civil Service website.

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

This **TRANSITION EXAMINATION** is one of several concepts included in a Memorandum of Intent agreed to by New York State and CSEA and is designed to provide opportunities for employees within state service.

Transition examination open to all qualified employees of the New York State Department of Motor Vehicles.

Minimum Qualifications: On or before April 22, 2023, you must be a qualified employee of the **New York State Department of Motor Vehicles** and have had three months of permanent competitive or 55-b/55-c service as:

- Either A.** an Investigative Aide or Investigative Aide (Spanish Language);
- Or B.** in a position allocated to Grade 9 or higher or; in a position allocated to Grade 6, 7, or 8 **AND** a bachelor's or higher degree.

If you were permanently appointed to a qualifying title on or before January 22, 2023 and have served continuously in this title since that date, you are eligible to file for this examination.

- If you expect to meet the educational requirements by **September 30, 2023**, you can take the test. You **MUST** submit proof of successful completion of the educational requirements to the hiring agency at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **September 30, 2023**, may result in your removal from the eligible list.
- Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You will be required to provide this information to the hiring agency at the time of interview.

Qualifying Experience For Appointment From The Eligible List:

- After one year of service as an Investigative Aide or Investigative Aide (Spanish Language), successful candidates will be qualified for appointment from the eligible list.
- After two years of service in a position allocated to Grade 9 or higher, successful candidates will be qualified for appointment from the eligible list.
- After two years of service in a position allocated to Grade 6, 7, or 8 **AND** proof of a bachelor's or higher degree, successful candidates will be eligible for appointment from the eligible list.

Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the time in title year(s) of service in the full performance level "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S2-DAG.

Order of Certification: The order of certification of this eligible list will be:

1. "A" eligibles
2. "All" eligibles

Traineeships: To be advanced to the full performance level of this title you must successfully complete a set training and development program. Upon satisfactory completion of the 12-month training at the Trainee 1, you will automatically advance to Trainee 2. Upon satisfactory completion of the 12-month training as a Trainee 2, you will advance to the full level of this title without further examination.

An appointee's performance in the trainee position and in the set training and development programs will be observed and evaluated. The training and development program will include extensive on-the-job training and carefully designed and monitored work experience. If an appointee does not meet the standard requirements, they may be terminated at any time after the initial eight weeks and before completion of the traineeship.

If chosen, you may, at the agency's discretion, be appointed to a higher level (**Advanced Placement**). You must inform the agency of any additional qualifications at the time of your interview. Information on advanced placement qualifications is available at: <https://www.cs.ny.gov/examannouncements/announcements/investigatoradvancedplacement2023.cfm>

Additional Requirements for Appointment:

1. **Background Investigation:** Due to the nature of these positions, there may be an investigative screening which could include a thorough character investigation. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merit, consistent with the applicable provisions of state and federal laws.
2. **Drug Testing:** Prior to appointment, you will be required to participate in a drug-screening test. Cannabis use is not permitted for employees in this title. Cannabis use will be tested for during the pre-employment screening process and may be the basis for disqualification for employment or may be a basis for removal from employment. A complete statement of drug testing for this title is available at: <http://www.cs.ny.gov/ehs/forms.cfm>.
3. **Fingerprints and Fees:** You may be required to get fingerprinted at the time of appointment. You may be responsible for payment of the processing fee.
4. **Firearms:** Appointees will be required to obtain and maintain a New York City firearm permit, which requires an extensive background check from New York City in order to carry a firearm in the performance of their duties. You must successfully complete an assigned firearms training and annual re-qualification and display continued proficiency. Denial, suspension, or loss of a New York City firearm permit may result in removal from employment in this position.
5. **Language Proficiency:** If you pass the examination and apply to a title which requires language proficiency, you must demonstrate your language proficiency at a level that will ensure your ability to perform the duties of the position properly. The proficiency test will only be given to enough candidates to fill current vacancies.
6. **Peace Officer Status:** Peace officers must be qualified to hold such office in accordance with state law. To do so, they must attend New York State Division of Criminal Justice Services sanctioned peace officer training. Employment is dependent on continuous certification as a peace officer.
7. **Physical/Medical:** An evaluation of your physical and medical condition will be done to ensure that you are able to perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to height and weight, speech, vision, hearing, cardiovascular, respiratory system, and neurological health requirements. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination is required prior to appointment and you may be responsible for payment of the clinical laboratory test fee. Physical/medical candidate screenings will occur in score order, as needed, to fill current and future vacancies. Appointees to this position may require periodic medical examinations to reassess their ability to perform essential duties.
8. **Psychological Evaluation:** You must participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment.
9. **United State Citizenship and New York State Residency:** Although not required for taking the test, you must be a citizen of the United States at the time of appointment. If appointed, you must also possess and maintain New York State residency pursuant to the Public Officers Law.

The Positions: These positions exist in the **Department of Motor Vehicles** and are located statewide.

Duties: As an **Investigative Specialist Trainee 1 (Motor Vehicle) (and various language parenthetics)**, you would undertake investigations related to the administration and enforcement of the laws, rules and regulations governing motor vehicle sales, registration, licensing, and disposal utilizing facial recognition and forensic vehicle examinations. Trainees will receive a combination of structured training, on-the-job training, and/or practical job performance to gain the knowledge and experience necessary to function at the full performance level.

Notes:

1. **Travel Requirements:** Appointment to certain positions requires extensive travel within an area of assignment. Appointees may need to operate a motor vehicle. If the position requires that you operate a motor vehicle, you must continuously have a valid New York State driver's license to continue employment; suspension or loss of a valid New York State driver's license may result in removal from employment. Field work and travel expenses are reimbursed on a fixed schedule. Overnight travel may be required.
2. An open-competitive examination is being held at the same time as this transition examination. Agencies have the option of making appointments from either list. If you meet the requirements for the open-competitive as well as the transition examination, you may wish to apply for both. The appropriate processing fee must be filed for each examination.
3. If you submit an application for an examination with a language parenthetic, an application will automatically be submitted for you for the non-language examination at no additional cost.

Subject of Examination: To be considered for appointment to this title, you must pass the **written test**. The **written test** evaluates your knowledge, skills, and/or abilities in the following areas:

1. **Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Evaluating information and evidence** - These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts.
3. **Understanding and interpreting written material** - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Test Guide: A Guide to the Written Test for the Investigator Series is available on the Department website at <http://www.cs.ny.gov/testing/testguides.cfm>.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any wartime Veterans' credits.

Credit For Seniority: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

Note: The Department of Civil Service may administer tests either online or with paper booklets and answer sheets.

Admission To The Test: If approved for a written test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. **You cannot request to change your scheduled day or request a specific type of test administration.**

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How To Apply: You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov** account, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject or accept applications. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm#Fee>. **Any past due application processing fees must be paid in full prior to submitting an application.** Please email FeeUnitMail@cs.ny.gov regarding inquiries about any past due fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your written test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.