



# CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary
20-075 Child Protective Services Specialist Trainee	Equated to G-13	\$42,986
20-076 Child Protective Services Specialist Trainee (Spanish Language)	Equated to G-13	\$42,986
20-077 Child Protective Services Specialist 1	16	\$50,722
20-078 Child Protective Services Specialist 1 (Spanish Language)	16	\$50,722

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/exams>

The list resulting from this examination will be used for vacancies in the Capital District area only.  
Shift differentials from \$3,200 to \$4,000 may be available in the Capital District area (Menands).

**MINIMUM QUALIFICATIONS:** On or before the date of filing your application, you must have:

**For No. 20-075 and 20-076:**

**Either 1.** A bachelor's degree or higher in any field;

**Or 2.** An associate's degree in any field **AND** two years of experience in the direct provision of child welfare programs, such as prevention, foster care or adoption services. This experience **MUST** include analyzing information and conducting assessments to gather information and to identify the strengths and weaknesses of children and families; developing service plans that support and address the families' needs; implementing service plans by providing direct support and/or coordinating with other agencies to provide services aimed at the families' needs; and monitoring the provision of services and determining when it is appropriate to close the case;

**Or 3.** Four years of experience in the direct provision of child welfare programs, such as prevention, foster care or adoption services. This experience **MUST** include analyzing information and conducting assessments to gather information and to identify the strengths and weaknesses of children and families; developing service plans that support and address the families' needs; implementing service plans by providing direct support and/or coordinating with other agencies to provide services aimed at the families' needs; and monitoring the provision of services and determining when it is appropriate to close the case.

**For No. 20-077 and 20-078:**

**Either 1.** A bachelor's degree or higher in a human services field\*;

**Or 2.** An associate's degree in a human services field\* **AND** two years of experience where your primary responsibility (at least 50% of your official duties) was in the direct provision of child protective services. This experience **MUST** include investigating reports of suspected child abuse and maltreatment or conducting a differential response (FAR-Family Assessment Response); conducting an assessment to determine that the children named in the report are safe; determining if there is credible evidence that the children have been abused or maltreated; and analyzing information to determine the case findings, if the family needs services, and if other actions are warranted, such as court intervention;

**Or 3.** Four years of experience where your primary responsibility (at least 50% of your official duties) was in the direct provision of child protective services. This experience **MUST** include investigating reports of suspected child abuse and maltreatment or conducting a differential response (FAR-Family Assessment Response); conducting an assessment to determine that the children named in the report are safe; determining if there is credible evidence that the children have been abused or maltreated; and analyzing information to determine the case findings, if the family needs services, and if other actions are warranted, such as court intervention.

\*A human services degree will be defined as: Audiology, community mental health, nursing, nutrition, occupational therapy, physical therapy, psychology, rehabilitation counseling, social work, speech/language pathology, therapeutic recreation, gerontology, human services, sociology, speech communication, counseling, education, and human development.

**Examples of Non-Qualifying Experience** include casework services not related to children and families; classroom teacher, tutor or Head Start worker, daycare provider or administrator of a daycare center, camp counselor or provider of recreational services, foster parent, transportation service worker, clerical duties, or provider of correctional services.

**NOTES:**

- Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Albany, New York 12239. Attention: S1JAD.
- Background Investigation:** The names of all prospective employees **may be**:
  - Investigated through a Criminal Background Check (CBC). 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 will be determined on its own merits, consistent with the applicable provisions of state and federal laws; and **will be**:
    - Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.
 You will be responsible for payment of all required fees.
- If you submit an application for either Exam No. 20-076 Child Protective Services Specialist Trainee (Spanish Language) or Exam No. 20-078 Child Protective Services Specialist 1 (Spanish Language), an application will automatically be submitted for you for Exam No. 20-075 Child Protective Services Specialist Trainee or Exam No. 20-077 Child Protective Services Specialist 1 at no additional cost.
- Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
- New York State residence is not required.

**THE POSITIONS:** These positions exist in the New York State Office of Children and Family Services in the Capital District area only (Menands).

**DUTIES:** As a **Child Protective Services Specialist 1** and **Child Protective Services Specialist 1 (Spanish Language)**, you would receive reports of suspected child abuse and maltreatment via the New York Statewide Central Register of Child Abuse and Maltreatment telephone hot line. You would screen calls for appropriateness, evaluate the information, and prepare and transmit reported cases to local social services districts. You would also provide technical assistance to local district staff; participate in various monitoring functions; provide information and referrals to concerned individuals and agencies; and screen applicants for potential employment in child care, day care, and related positions in accordance with the Social Service Law. The duties of the position require that individuals possess good verbal communication skills and the ability to cope with often anxious and upset callers. The New York Statewide Central Register of Child Abuse and Maltreatment is a 24-hour, seven-day-a-week operation. Child Protective Services Specialist 1's are initially assigned to evening and night shifts and may be required to work weekends and holidays. Assignments to the day shift will be made based on seniority.

**Traineeship:** As a Child Protective Services Specialist Trainee, you will be required to participate in and satisfactorily complete all requirements of a 12-month traineeship program before you can advance to a Child Protective Services Specialist 1. Upon initial appointment, an appointee's performance in the trainee position and in prescribed training and development programs will be observed and evaluated. The prescribed training and development program will include extensive on-the-job training and carefully designed and monitored work experience. An appointee not meeting required standards can be terminated at any time after the initial eight weeks and before completion of the traineeship. Upon successful completion of the traineeship probationary period, trainees will be advanced to Child Protective Services Specialist 1 (SG-16).

**Probation:** All appointees will be required to serve and satisfactorily complete a probationary period of up to 52 weeks which begins at the time of permanent appointment. During probation, performance will be periodically reviewed and carefully evaluated.

**SUBJECT OF EXAMINATION:** There will be no written test. If you meet the Minimum Qualifications your **education and experience** will be evaluated against the general background/critical activities of the position. This evaluation will concentrate on the breadth and recency of your experience as it relates to child protective and child welfare services. Especially relevant is any experience that was involved in directly investigating reports of child abuse and maltreatment or having experience in any position where the likelihood of having to implement Federal/New York State Child Welfare Rules and Regulations required that you have a knowledge of such rules and regulations. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Additional unsolicited information will not be accepted after the last day for filing. **The information you provide in your application will be the only basis for determining your final score.**

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

**Important:** The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your 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:**

- Online our Internet address is <http://www.cs.ny.gov/exams>; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP form; or
- Obtain 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.

**WHERE TO APPLY:** Mail your completed application:

- Application Processing, New York State Department of Civil Service, Albany, NY 12239

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time and will rate applications whenever additional eligibles are needed.

**RETEST POLICY:** Qualified candidates may file as frequently as once every six months, but a new application is required each time.

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**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 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.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. 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.

**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.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one year. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.