NEW YORK STATE | Department of Civil Service

OPEN-COMPETITIVE EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
21-040020 Horticultural Technician 2	**12**	**$50,209**	**$0**

Multiple-Choice Test To Be Held: JANUARY 30, 2027

Applications MUST Be Submitted Online or Postmarked By: DECEMBER 16, 2026

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*

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.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional $4,150 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional $2,150 annual mid-Hudson adjustment.

Minimum Qualifications: On or before January 30, 2027, you must have:

Either 1: four years of technical experience in horticulture, plant propagation, nursery, or greenhouse work, which includes plant pest and disease detection and control. This experience must include one year of supervisory experience;
Or 2: an associate's or higher-level degree and two years of technical experience in horticulture, plant propagation, nursery, or greenhouse work, which includes plant pest and disease detection and control;
Or 3: a bachelor's or higher-level degree in horticulture, agronomy, forestry, or an agricultural related field.

Examples of non-qualifying experience include but are not limited to: Experience working in a florist shop is not qualifying.

- If you expect to meet the educational requirements by **June 30, 2027,** you can take the multiple-choice test. You **MUST** submit proof of successful completion of the educational requirements to the appointing authority at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **June 30, 2027,** 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.
- If verifiable, we will accept and prorate appropriate part-time and volunteer experience.
- New York State residency is not required.

Continued Employment: If appointed as a Horticultural Technician 2, you may be required to acquire and maintain a pesticide applicator certificate.

The Positions: These positions exist in the New York State Office of Parks, Recreation and Historic Preservation and are located throughout New York State.

Duties: As a **Horticultural Technician 2,** you would cultivate, propagate, maintain, and apply fertilizers, pesticides, growth regulators, and other plant care practices to a variety of plants at major greenhouses, gardens, or environmentally significant features; and direct the maintenance and care of a garden or program.

Note: A promotion examination will also be held for these positions. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public. Although promotion examinations are being held, it is expected that appointments will be made as a result of the open competitive exam.

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

1. **Diagnosing and controlling insects, plant diseases, and plant cultural problems, and using integrated pest management systems -** These questions will cover such topics as diagnosing plant diseases, identifying insect and plant cultural problems, and determining the appropriate treatment for such conditions.
2. **Familiarity with horticultural species -** These questions test for knowledge of various species of plants, trees, and ornamentals used in landscaping, gardening, parks or soil conservation areas, including their characteristics and uses.
3. **Principles and practices of horticulture -** These questions test for knowledge of the basic principles and practices of horticulture. The topics may include planting; feeding; propagating; cultivating; maintaining trees, shrubs, plants, and lawns; and recognizing and controlling plant pests and diseases.
4. **Supervision -** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Test Guide & Sample Test Material: A General Guide to Multiple-Choice Tests is available at http://www.cs.ny.gov/testing/testguides.cfm. Sample Test Material for the subject areas described above is available at http://www.cs.ny.gov/testing/sampletestmat.cfm.

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

Admission To The Test: If approved for a multiple-choice 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. ***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 for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

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.

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.

RELIGIOUS ACCOMMODATION: Most multiple-choice 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 Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

ADMISSION TO EXAMINATION: If you do not receive your notice to appear for your multiple-choice test by three days prior to the exam date, please send an email to AdmissionNotices@cs.ny.gov. Please include 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 multiple-choice 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 and concise message, and provide your first and last name, the last four digits of your social security number, and a phone number where you can be reached during regular business hours. Please note: Receiving a notice to appear for a test does not guarantee you have been qualified for the examination. You may receive a notice to take the test before your application is fully reviewed and approved. You may also be asked to provide additional information regarding your application. If it is determined that you are not qualified for the examination, you will be notified that your application for this examination has been disqualified. If you are disqualified after appearing for the test, you will not receive a score or be active for appointment from the eligible list.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice 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.

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.