



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-204020 Treatment Team Leader (Children and Youth Services)	M-1	\$93,659	\$0
31-205020 Treatment Team Leader (Children and Youth Services) (Spanish Language)	M-1	\$93,659	
31-206020 Treatment Team Leader (Mental Health)	M-1	\$93,659	
31-207020 Treatment Team Leader (Mental Health) (Spanish Language)	M-1	\$93,659	

**Multiple-Choice Test
To Be Held:
DECEMBER 13, 2025***

**Applications MUST Be Submitted
Online or Postmarked By:
OCTOBER 15, 2025**

***To ensure adequate staffing levels at hospitals/facilities, you will be scheduled to take your test either on Saturday, December 13, 2025, or Sunday, December 14, 2025, based on discussion with your supervisor. Scheduling will take into consideration agency staffing levels, pass days, religious observance, and participating in other examinations on this weekend. Persons residing in the same household must be scheduled to take the examination on the same date. You cannot request a specific date in advance or change your date once it has been assigned.**

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.

Promotion examination open to all qualified employees of the New York State Office of Mental Health.

Minimum Qualifications: On or before December 13, 2025, you must be a qualified employee of the New York State Office of Mental Health and have had three months of permanent competitive, non-competitive NY HELPS**, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally*** in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

- Group 1.** Assistant Director Nursing 1 (Psychiatric) ‡, Chief Recreational Therapist, Coordinator Intensive Case Management Services, Head Recreation Therapist, Licensed Clinical Social Worker, Licensed Psychologist (and all parentheses), Occupational Therapist Supervisor 1 ‡, Occupational Therapist Supervisor 2 ‡, Physical Therapist Supervisor 1 ‡, Physical Therapist Supervisor 2 ‡, Registered Nurse 3 (Infection Control) ‡, Registered Nurse 3 (Psychiatric Educator), Registered Nurse Supervisor 1 ‡, Registered Nurse Supervisor 1 (Psychiatric) ‡, Residential Program Manager 2, Residential Program Manager 3, Residential Program Manager 4, Social Work Supervisor 1 (and all parentheses), Social Work Supervisor 1 LCSW (and all parentheses), Speech-Language Pathologist and Audiologist Supervisor 1 ‡, Speech-Language Pathologist and Audiologist Supervisor 2 ‡, or Supervisor Rehabilitation Services (and all parentheses).
- Group 2.** Associate Psychologist (and all parentheses), Audiologist ‡, Intensive Case Manager (and all parentheses), Licensed Master Social Worker (and all parentheses) ‡, Licensed Mental Health Counselor, Nurse Practitioner (and all parentheses), Occupational Therapist ‡, Physical Therapist ‡, Physician Assistant, Psychologist 1, Psychologist 2 (and all parentheses), Registered Nurse 1 (and all parentheses) ‡, Registered Nurse 2 (and all parentheses) ‡, Rehabilitation Counselor 2 (and all parentheses), Residential Program Manager 1, Senior Recreation Therapist (and all parentheses), Speech-Language Pathologist ‡, Training Specialist 1 (Nursing), or Utilization Review Coordinator.

‡These titles have undergone a title structure change. Three months of permanent competitive, non-competitive NY HELPS**, or 55-b/55-c service in the former titles is also qualifying. Follow this link to view the former titles: <https://www.cs.ny.gov/examannouncements/announcements/31204020qualifying.cfm>.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before September 13, 2025 and have served continuously in this title since that date, you are eligible to file for this examination.

***If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before September 13, 2025 and have served continuously in this title since that date, you may apply for this examination.*

****If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before September 13, 2025 to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: After one year of service in a Group 1 title OR two years of service in a Group 2 title, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

Additional Requirements for Appointment:

1. **Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees will:

- be checked against the Staff Exclusion List (SEL), maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
- be investigated through a Criminal Background Check (CBC). You must report all convictions. 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 law;

And may:

- 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 are responsible for payment of all required fees.

2. **Medicaid and Medicare:** To be eligible for appointment and maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). You may be barred from appointment, or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).

The Positions: These positions exist in the New York State Office of Mental Health and are located statewide.

Duties: As a **Treatment Team Leader (Children and Youth Services) and (Mental Health)**, you would direct, oversee, and coordinate the activities of an interdisciplinary treatment team and programs tailored to the needs of individuals with mental illness. You would manage and assign resources to accomplish team goals, and evaluate team programs.

Notes:

1. **LANGUAGE PROFICIENCY:** If you pass the examination for No. 31-205020 Treatment Team Leader (Children and Youth Services) (Spanish Language) and/or 31-207020 Treatment Team Leader (Mental Health) (Spanish Language), you will be required to demonstrate Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
2. If you submit an application for No. 31-205020 Treatment Team Leader (Children and Youth Services) (Spanish Language) and/or 31-207020 Treatment Team Leader (Mental Health) (Spanish Language), an application will be automatically submitted for you for No. 31-204020 Treatment Team Leader (Children and Youth Services) and/or 31-206020 Treatment Team Leader (Mental Health).
3. If appointed, you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicaid and Medicare, you may be terminated from your employment.

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:	For Examination Nos.			
	31-204020	31-205020	31-206020	31-207020
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.	X	X	X	X
2. Ensuring effective inter/intra agency communications - These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.	X	X	X	X
3. Administrative techniques and practices - These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.	X	X	X	X
4. Characteristics and treatment needs of children and youth diagnosed with severe emotional disturbance - These questions will test your knowledge of the characteristics and treatment needs of children and youth who are receiving services for severe emotional disturbance and your knowledge of issues, problems and situations encountered as treatment team leader at Office of Mental Health.	X	X		
5. Characteristics and treatment needs of individuals diagnosed with mental illness - These questions will test your knowledge of the characteristics and treatment needs of individuals who are receiving services for mental illness and your knowledge of issues, problems and situations encountered as treatment team leader at Office of Mental Health.			X	X

Test Guide: A General Guide to Multiple-Choice Tests is available 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 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.

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.

Treatment Team Leader (Children and Youth Services) -4-
& (Spanish Language)
Treatment Team Leader (Mental Health)
& (Spanish Language)

No. 31-204020 & No. 31-205020

No. 31-206020 & No. 31-207020

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.

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: 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 multiple-choice 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 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 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 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>.

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.