



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
	23	\$86,681 (PEF)	
31-265020 Environmental Specialist 2	<i>Equated to</i> G-23	\$87,530 (Canals)	\$0
	<i>Equated to</i> G-23	\$83,294 (Thruway)	

**Multiple-Choice Test
To Be Held:
FEBRUARY 7, 2026**

**Applications MUST Be Submitted
Online or Postmarked By:
DECEMBER 23, 2025**

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.

Interdepartmental promotion examination open to all qualified employees of the New York State Department of Transportation, New York State Thruway Authority, New York State Canal Corporation, and the New York State Division of Homeland Security and Emergency Services.

For Promotion in State Departments, Facilities, and Agencies

1. Within Promotion Units 2. Within Entire Departments 3. To Other Departments

Minimum Qualifications: On or before February 7, 2026, you must be a qualified employee of the New York State Department of Transportation, New York State Thruway Authority, New York State Canal Corporation, or New York State Division of Homeland Security and Emergency Services and have had 46 days 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.

- Either A.** an Environmental Specialist 1, Environmental Specialist Trainee 1, Environmental Specialist Trainee 2, Landscape Architect, or Assistant Landscape Architect.
- Or B.** an Assistant Engineer (Civil/Transportation)**** or Transportation Analyst*****
- ****For both "B" titles, at least 50% of your duties must be involved in the preparation and review of environmental impact analyses requiring knowledge and application of state and federal environmental laws, regulations, methods, procedures, and standards. This experience must include either preparing technical analyses on environmental matters or providing consultation on environmental regulatory programs. See Notes below.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before December 23, 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 December 23, 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 December 23, 2025, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: After one year of service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list. Successful trainees will be qualified for appointment after one year of service at the full performance level.

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.

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 "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S2/JMM.

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

- | | |
|-------------------------------|--------------------------------------|
| 1. Department "A" eligibles | 3. Interdepartmental "A" eligibles |
| 2. Department "All" eligibles | 4. Interdepartmental "All" eligibles |

1. **Important:** If you qualify for this examination as an Assistant Engineer (Civil/Transportation) or Transportation Analyst under **Minimum Qualification B**, you must provide verification of your qualifying duties or activities on agency letterhead, signed by a Landscape Architect 2, Environmental Specialist 3, Professional Engineer 2 (any parenthetical), Regional Design Engineer, or Chief Engineer. Your verification letter must clearly describe your duties involved with the preparation and review of environmental impact analyses as described in the minimum qualifications. Vagueness or omissions will not be interpreted in your favor. Failure to provide duties verification will result in disqualification. If filing an examination application NYS APP form, you must attach the verification letter to the application. If filing on the Internet, email the verification letter, including the exam number, title and the last four numbers of your social security number to NYSStaffingS2b@cs.ny.gov. Attention: S2/JMM.
2. Appointees to these positions will be required to operate a motor vehicle or otherwise demonstrate their capacity to meet the transportation needs of the job.

The Positions: These positions exist in the New York State Department of Transportation, New York State Thruway Authority, New York State Canal Corporation, and the New York State Division of Homeland Security and Emergency Services and are located statewide.

Duties: As an **Environmental Specialist 2**, you would develop policies, guidelines, and procedures for environmental issues; perform quality assurance reviews of environmental impact analyses and environmental assessments; provide technical assistance to department staff and consultants on environmental issues such as air quality, cultural resources, hazardous wastes, contaminated soil, groundwater, wetlands, and stormwater management; and you would typically function as first-level supervisor of staff engaged in the preparation of environmental impact statements, permit applications, or act as a technical expert in a particular environmental specialty.

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. **Collection, analysis, and interpretation of data, including basic statistical concepts** - These questions test for knowledge of the principles and practices involved in data gathering, organization, interpretation and presentation, including producing accurate records, writing effective technical reports, and computing basic statistics.
2. **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.

Subject of Examination (Continued):

3. **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.
4. **Environmental impact analysis, including identification, evaluation and mitigation of the effects of changes to the environment** - These questions test for knowledge of concepts, principles, and procedures used in environmental impact analysis, including such areas as basics of the State Environmental Quality Review Act (SEQRA); identification and characteristics of impacted ecosystems and affected historic and cultural resources; sources and effects of pollutants and human activities on various environments; and techniques and procedures used in impact investigation, identification, control, remediation, and mitigation including the analysis, review, and documentation process.
5. **Evaluating conclusions based on factual information** - These questions test your ability to evaluate and draw conclusions from factual information presented. Each question consists of a set of factual statements and a conclusion. You will be asked to determine whether the conclusion can be proven to be true by the facts, proven to be false by the facts, or if the facts are inadequate to prove the conclusion.

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.

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.