



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-267020 Supervising Offender Rehabilitation Coordinator	22	\$82,326	\$0
31-268020 Supervising Offender Rehabilitation Coordinator (ASAT)	22	\$82,326	\$0

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.

**Promotion examination open to all qualified employees of the New York State
Department of Corrections and Community Supervision.**

Minimum Qualifications: On or before February 7, 2026, you must be a qualified employee of the New York State Department of Corrections and Community Supervision 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 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.

For Exam No. 31-267020: Offender Rehabilitation Coordinator (including all parentheses), Offender Rehabilitation Coordinator Trainee 1 (including all parentheses), Offender Rehabilitation Coordinator Trainee 2 (including all parentheses), Education Counselor, or a Vocational Rehabilitation Counselor (Manual Communications).

For Exam No. 31-268020:

- Either 1.** Offender Rehabilitation Coordinator (Alcohol and Substance Abuse Treatment) or Offender Rehabilitation Coordinator (Alcohol and Substance Abuse Treatment) (Spanish Language);
- Or 2.** Offender Rehabilitation Coordinator (including all parentheses) AND current certification as a New York State Credentialed Alcoholism and Substance Abuse Counselor (CASAC);
- Or 3.** Offender Rehabilitation Coordinator (including all parentheses) AND one year of service as an Alcohol and Substance Abuse Treatment Program Assistant or an Alcohol and Substance Abuse Treatment Program Assistant (Spanish Language).

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before November 7, 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 November 7, 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 November 7, 2025, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List:

For Exam No. 31-267020: After one year of the service as an Offender Rehabilitation Coordinator (including all parentheses), Education Counselor, or Vocational Rehabilitation Counselor (Manual Communications), successful candidates will be qualified for appointment from the eligible list.

For Exam No. 31-268020: Successful candidates who qualify under either #1 or #2 in the Minimum Qualifications above will qualify for appointment after one year of the service described. Successful candidates who qualify under #3 above will qualify for appointment after one year of permanent competitive, non-competitive NY HELPS*, or 55-b/55-c service as an Offender Rehabilitation Coordinator (including all parentheses).

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 one year time in title required for appointment from the eligible list.

The Positions: These positions exist in the New York State Department of Corrections and Community Supervision and are located statewide.

Duties: As a **Supervising Offender Rehabilitation Coordinator**, you would be responsible for the supervision of staff and the overall operation of a facility Guidance Unit. You would oversee the delivery of counseling and case management services to incarcerated individuals. You would evaluate the effectiveness of a specialized counseling program and the provision of skilled guidance to incarcerated individuals with difficult institutional, personal, behavioral, familial, social, and educational problems. You would provide or secure training for staff, evaluate performance and progress of subordinates, and make appropriate assignments. You would evaluate the effectiveness of the operation and make or recommend improvements and assess the quality of the counseling and case management provided to the incarcerated individuals. You would collect information related to the operation of the unit and prepare written reports. You may be responsible for the operation and management of committees, including but not limited to the Program Committee. You would oversee the Parole Board process, release/discharge planning to Community Supervision and into the community, risk/need assessments, intelligence packages, and casework supervision. Additionally, you would act as the liaison between the facility Guidance Unit and the Community Supervision Area Office staff.

As a **Supervising Offender Rehabilitation Coordinator (Alcohol and Substance Abuse Treatment)**, you would be responsible for the overall supervision of the delivery of counseling and case management services involving alcohol and substance use treatment by Offender Rehabilitation Coordinators (Alcohol and Substance Abuse Treatment) (ASAT), and ASAT Program Assistants, and ASAT Program Assistant Trainees in correctional facilities. You may also be responsible for the overall operation and supervision of the delivery of counseling and case management services to incarcerated individuals. You would evaluate the performance and progress of staff under your supervision and provide necessary training. You would chair the Treatment Plan Review Committee. You would evaluate the effectiveness of the treatment for alcohol and substance use, and the provision of skilled guidance to incarcerated individuals with difficult institutional, personal, behavioral, familial, social, and educational problems involving such substance use. You would prepare required written reports after compiling and assessing appropriate data. You would conduct interviews and make recommendations for hiring.

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.	
	31-267020	31-268020
1. 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.	X	X
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.	X	X
3. 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
4. Managing a correctional Guidance Unit - These questions test for the ability to direct the counseling and case management services of a Guidance Unit in a correctional facility. Questions cover such areas as: organizing and prioritizing work; effectively directing staff; ensuring programs meet scheduled work requirements; program planning and evaluation; coordinating committees; analyzing and solving problems related to services for incarcerated individuals; interpreting policies, rules, and regulations; ensuring Parole Board preparation; and ensuring incarcerated individuals are prepared for Community Supervision. Questions will also require candidates to apply program principles, theories, and procedures in accordance with Directives, program and treatment manuals, and policies related to Guidance and Counseling and Community Supervision duties.	X	X
5. Substance use counseling - These questions test for knowledge of the principles and practices of substance use counseling and their application in a treatment setting. Questions may cover such topics as: counseling individuals who use/abuse alcohol and other drugs; identifying symptoms of substance use disorders; recognizing contemporary strategies, techniques, and theories of substance use counseling; administering, planning, and implementing appropriate treatment; evaluating treatment interventions; and coordinating substance use treatment with other services and treatments.		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.

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.