



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-368020 Senior Security Officer	11	\$52,237/\$43,951 (Thruway)	\$0
31-369020 Chief Security Officer	14	\$61,995	\$0

Multiple-Choice Test
To Be Held:
MARCH 28, 2026

Applications MUST Be Submitted
Online or Postmarked By:
FEBRUARY 11, 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.

Interdepartmental promotion examination open to all qualified employees of New York State.

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 March 28, 2026, you must be a qualified employee of New York State and have had 45 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.

For Exam No. 31-368020: Security Officer or Security Officer (Spanish Language).

For Exam No. 31-369020: Senior Security Officer.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before February 11, 2026, 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 February 11, 2026, 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 February 11, 2026, 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.

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.

Continued Employment: Continued employment as a Senior Security Officer or Chief Security Officer is dependent upon maintaining a current Security Guard Photo ID issued by the New York State Department of State. Failure to maintain this ID will result in removal from employment.

The Positions: Senior Security Officer positions exist Statewide in the Department of Labor, the Workers' Compensation Board, the State Education Department, the Department of Health (Albany only), and the Thruway Authority (Tarrytown only).

Chief Security Officer positions exist Statewide in the Workers' Compensation Board, the Department of Labor (New York and Albany only), Department of Health (Albany only), and the State Education Department (Albany only).

Duties: As a **Senior Security Officer**, you would supervise and coordinate the activities of Security Officers or contract security staff on a shift or in a geographic area. You would schedule staff assignments to maintain coverage of facilities; provide in-service and on-the-job training for security personnel in security techniques; visit local offices to inspect the conduct and performance of security staff and review staff logbooks and incident reports; participate in local safety and health meetings; and review and resolve unusual incident reports and advise supervisor or other security managers of resolutions to issues.

As a **Chief Security Officer**, you would administer an agency's security program or manage a portion of a large security program. You would supervise multiple Senior Security Officers; provide technical direction and guidance in responding to security incidents and in resolving identified security risks; review staff schedules and ensure appropriate coverage; identify, develop, and conduct training programs; prepare documents detailing security plans for facilities under supervision; and train staff on the use of electronic security surveillance systems.

Notes:

1. **Travel Requirements:** Appointment to certain positions requires extensive travel within an area of assignment. Appointees may need to operate a motor vehicle or have other means to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must continuously have a driver's license valid in New York State to continue employment. Field work and travel expenses are reimbursed on a fixed schedule. Overnight travel may be required.
2. Some positions located in New York City require that appointees meet the requirements for deputization as a Special Patrolman, as described in Title 38, Chapter 13 of the New York City Rules.
3. At the New York State Department of Health, you would supervise and coordinate security services at one or more of the three laboratory locations: Biggs Laboratory at the Empire State Plaza, David Axelrod Institute in Albany and Griffin Laboratory in Guilderland, at times traveling between locations during assigned shifts. You may be expected to interact with State and federal law enforcement agencies and provide security services related to receipt of specimens and testing for critical agents. These positions involve shift work, nights, weekends and holidays. At the Department of Health, these positions may be exposed to potentially hazardous substances.
4. At the New York State Department of Labor, you would also confer with local office managers regarding the effectiveness of existing security programs. You may attend Safety and Health committee meetings and respond to their concerns in safety and protection of employees and customers.
5. At the New York State Education Department and the Department of Labor, you would also be required to keep abreast with current fire and safety codes for your facility and attend meetings with Tenant Safety Organization, Emergency Response Team, Building Management, and Office of Fire Prevention and Control, as required to ensure fire and safety codes are being properly applied.
6. At the New York State Workers' Compensation Board, you may attend and would be responsible to schedule officer coverage for Administrative Hearings in which you must maintain safety and decorum. You may travel and be responsible for supervision of Security at multiple sites within a district. You will be expected to be responsible for and adhere to all duties described in posting as well as the Departments Safety and Security of persons procedures and Office of Security post orders.

Notes (Continued):

7. **Physical/Medical:** An evaluation of your physical and medical condition will be done to ensure that you are able to perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to height and weight, speech, vision, hearing, cardiovascular, respiratory system, and neurological health requirements. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination is required prior to appointment, and you are responsible for payment of the clinical laboratory test fee.

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.	
	31-368020	31-369020
1. Understanding and interpreting written material - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.	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. Safety and security methods and procedures - These questions will test for knowledge of the methods and procedures utilized in safety and security. The questions will cover such areas as principles and practices of safety and security precautions in a building or grounds setting, accident prevention, proper response to safety or security related incidents, the investigation of incidents, and the inspection of buildings or grounds for potential safety and/or security problems.		X
4. Principles and practices of safety and security - These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.	X	
5. Following directions (maps) - These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.	X	
6. 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	
7. Administrative supervision - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.		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.