



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-547020 Assistant Industrial Superintendent	21	\$78,126	\$0
31-548020 Industrial Superintendent	M-1	\$93,659	\$0

Multiple-Choice Test
To Be Held:
NOVEMBER 7, 2026

Applications **MUST** Be Submitted
Online or Postmarked By:
SEPTEMBER 23, 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.

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

Minimum Qualifications: On or before November 7, 2026, you must be a qualified employee of the New York State Department of Corrections and Community Supervision and have had 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. 31-547020: three months of permanent competitive, non-competitive NY HELPS*, or 55-b/55-c service as a Production Control Supervisor, Quality Control Supervisor, or General Industrial Training Supervisor (any parenthesis).

For Exam No. 31-548020:

- Either A.** three months of permanent competitive, non-competitive, non-competitive NY HELPS*, or 55-b/55-c service as an Assistant Industrial Superintendent, Supervisor Optical Laboratory Training and Production, Industrial Quality Control Analyst, Manufacturing Engineering Specialist, or Production Planning & Control Manager;
- Or B.** one year of permanent competitive, non-competitive NY HELPS*, or 55-b/55-c service as a Production Control Supervisor, Quality Control Supervisor, or General Industrial Training Supervisor (any parenthesis).

Only the title or titles listed are qualifying.

*If you were permanently appointed to a qualifying title listed for Exam No. 31-547020 or for **option A** under Exam No. 31-548020 on or before August 7, 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 listed for Exam No. 31-547020 or for **option A under Exam No. 31-548020 on or before August 7, 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 listed for Exam No. 31-547020 or for **option A** under Exam No. 31-548020 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 August 7, 2026, to qualify for this examination.*

*If you were permanently appointed to a qualifying title listed for **option B** under Exam No. 31-548020 on or before December 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 listed for **option B under Exam No. 31-548020 on or before December 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 listed for **option B** under Exam No. 31-548020 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 7, 2025, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List:

For Exam No. 31-547020: After one year of service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

For Exam No. 31-548020: After one year as an Assistant Industrial Superintendent, Supervisor Optical Laboratory Training and Production, Industrial Quality Control Analyst, Manufacturing Engineering Specialist, or Production Planning & Control Manager.

OR

After two years as a Production Control Supervisor, Quality Control Supervisor, or General Industrial Training Supervisor (any parenthesis).

Employees appointed 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/CAV.

Order of Certification: The order of certification of eligible list No. 31-548020 will be:

1. "A" eligibles
2. "All" eligibles

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

Duties: As an **Assistant Industrial Superintendent**, you would be the principal assistant to an Industrial Superintendent in the direction of an extensive Correctional Services Industrial program, or independently in charge of a small industrial program, and oversee the purchase of raw materials and their manufacture into finished goods; approve written specifications and estimates; correspond with vendors and State agencies; select shop equipment; prepare periodic and special reports of industrial activities; compile bills of materials and cost findings; and exercise supervision over all civilian and incarcerated employees working in Correctional Services industries. Assistant Industrial Superintendents are management positions that administer and supervise the industrial programs in maximum and medium security prisons in the Department of Corrections and Community Supervision. Incumbents are responsible and accountable for the overall profitable management of a facility's industrial program, the security of incarcerated individuals working in the industrial program, and for determining health and safety standards for all shops under their control in conjunction with OSHA standards.

As an **Industrial Superintendent**, you would plan and direct an extensive industries program at a State correctional facility, performing similar duties to those of an Assistant Industrial Superintendent, but in a larger industrial program. You would be responsible for the administration of both the business and production aspects of the industrial program, exercising supervision over all civilian and incarcerated employees either directly or through an Assistant Industrial Superintendent.

Notes:

1. In accordance with Section 52.11 of the Civil Service Law, individuals serving permanently in the non-competitive or labor class in a qualifying title (including those serving under Section 55b/c) who otherwise meet the requirements for taking the examination are eligible to compete in this promotion examination.
2. This examination is being held on a promotion and open-competitive basis. If you are admitted to the promotion examination under anticipated eligibility (i.e., you do not have the required one year of Qualifying Experience For Appointment From The Eligible List) and if you meet the open-competitive minimum qualifications, you may also be admitted to the open-competitive examination. To be admitted, you must apply for the open-competitive examination according to the instructions given on the open-competitive announcement. Once you meet the required one year of qualifying service for appointment from the promotion list, you will not be eligible for appointment from the open-competitive eligible list.

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.	
	31-547020	31-548020
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
2. Work planning and scheduling - These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.	X	X
3. Accident prevention and control - These questions test for knowledge of the principles and practices of accident prevention and control and may cover such areas as causes of accidents, accident rates, behavior and attitudes of workers and supervisors, accident investigations and interviewing techniques, and types of accident prevention and safety programs including environmental services committee policies and procedures.	X	X
4. Production methods, routing and scheduling - These questions test for knowledge of production techniques and project management principles including such areas as work process review and improvement, coordination of production operations, critical path analysis, inventory and cost control, and managing multiple projects.	X	X
5. 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	X
6. 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

Test Guide & Sample Test Material: A General Guide to Multiple-Choice Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>. If Sample Test Material is available for a subject area described above, it can be found at <http://www.cs.ny.gov/testing/sampletestmat.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: 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>.

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.