



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-551020 General Industrial Training Supervisor	18	\$70,543	\$0
31-552020 General Industrial Training Supervisor (Abatement)	18	\$70,543	\$0
31-553020 General Industrial Training Supervisor (Optical Manufacturing)	18	\$70,543	\$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 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.

For Exam No. 31-551020: Industrial Training Supervisor 1, Industrial Training Supervisor 2 (any parenthetic), or Industrial Training Supervisor 3 (any parenthetic).

For Exam No. 31-552020: Industrial Training Supervisor 2 (Abatement).

For Exam No. 31-553020: Industrial Training Supervisor 3 (Optical Manufacturing).

NOTE: If you meet the Minimum Qualifications, you are also eligible to compete in Examination No.31-555020 Production Control Supervisor; and Examination No.31-556020 Quality Control Supervisor which are also being held on November 7, 2026.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title 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 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 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.*

Qualifying Experience For Appointment From The Eligible List:

For Exam No. 31-551020: After one year of service as an Industrial Training Supervisor 2 or 3 (any parenthetic), successful candidates will be qualified for appointment from the eligible list***.

For Exam Nos. 31-552020 and 31-553020: After one year of service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list***.

***One year of service in an Industrial Training Supervisor 1 is **not** qualifying for appointment from these eligible lists. Candidates in the Industrial Training Supervisor 1 will be qualified for appointment after advancement to the Industrial Training Supervisor 2 (any parenthetic) or Industrial Training Supervisor 3 (any parenthetic), and after one year of qualifying service as indicated above.

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.

Duties: As a **General Industrial Training Supervisor**, you would direct the production of quality products at the lowest possible cost in accordance with predetermined delivery schedules. Illustrative duties include: develop and maintain industrial training programs; supervise Industrial Training Supervisors and incarcerated individual workers in an industry or groups of industries; in conjunction with the Production Control Supervisor, establish manufacturing schedules; determine which product or group of products is to be manufactured based on customer orders and stock requirements; verify availability of raw materials; supervise and implement production control documentation geared for the orderly and efficient operation of shops; plan for the timely shipment of finished products and the storage of finished goods, for stock, or customer orders to be delivered at a later date; develop methods for the utilization of materials that would ordinarily become scrap and/or plan for removal of scrap; maintain quality control standards and procedures; supervise the maintenance and repair of machines and physical plant in shops under jurisdiction; assist in the development of new or modified shop layouts or methods and procedures of manufacturing, and supervise their implementation; conduct time studies to evaluate the efficiency of shop operations; prepare cost analyses for Correctional Industries products to assist in establishing a fair market price; and create reports including weekly payroll, production, raw material usage, machine usage, and bills of material.

As a **General Industrial Training Supervisor (Abatement)**, you would perform similar duties to direct the Abatement Services program.

As a **General Industrial Training Supervisor (Optical Manufacturing)**, you would perform similar duties to direct the Optical Products Manufacturing program.

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.		
	31-551020	31-552020	31-553020
1. 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	X
2. Factory and manufacturing operations and methods, including safety procedures - These questions test for knowledge of the principles, practices, methods and procedures used in manufacturing processes including such areas as work methods review and improvement; worker training; plant layout; inventory control; planning and tracking work progress, materials, cost, and quality control techniques; preventive maintenance; and accident prevention and worker safety training.	X	X	X

Subject of Examination (Continued):	For Examination Nos.		
	31-551020	31-552020	31-553020
3. Quality assurance and inspection techniques - These questions test for knowledge of quality assurance techniques including such areas as setting product tolerance limits, inspection processes, materials sampling and testing, and establishing quality assurance guidelines.	X	X	X
4. Supervision and training - These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.	X	X	X
5. Abatement programs - These questions test for knowledge of the principles and practices involved in asbestos and other hazardous material remediation and control programs, including knowledge of the occupational hazards and safety precautions associated with hazardous materials; Federal and State laws, rules and regulations pertaining to asbestos containment or removal and/ or removal of other hazardous material; and developing cost estimates for abatement services.		X	
6. Methods, materials and equipment used in optical products manufacturing - These questions test for knowledge of optical products manufacturing practices and procedures and eyewear characteristics, including such areas as properties of visible light, ophthalmic lens tolerance standards, use and operation of ophthalmic tools and equipment, analyzing and interpreting eyewear lens prescriptions, production of eyewear lenses and frames, and proper fitting of spectacles and other ophthalmic devices.			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.