NEW YORK STATE OF OPPORTUNITY. | Department of Civil Service

PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
38-365 Park Manager 2	**21**	**$66,052 (PEF)** **$66,225 (MC)**	**$20**
38-366 Park Manager 3	**23**	**$73,362**	**$20**

Written Test To Be Held	Applications MUST Be Submitted or Postmarked By
MARCH 2, 2019	**†JANUARY 23, 2019**

ONLINE APPLICATION PROCESS AVAILABLE *at http://www.cs.ny.gov/exams*

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

Promotion examination open to all qualified employees of the New York State Office of Parks, Recreation and Historic Preservation.

MINIMUM QUALIFICATIONS: On or before March 2, 2019, you must be a qualified employee of the New York State Office of Parks, Recreation and Historic Preservation and have had three months of permanent competitive, non-competitive or 55-b/55-c service as a:

For No. 38-365: Park Manager 1, Historic Site Manager C, Recreation Complex Manager 1, Recreation Complex Manager 2, Golf Course Manager 2, Assistant Golf Course Superintendent, Golf Course Superintendent 1, Building Restoration Specialist, Maintenance Supervisor 3, Maintenance Supervisor 4, or Regional Park Maintenance Supervisor.

For No. 38-366: Park Manager 1, Park Manager 2, Historic Site Manager C, Historic Site Manager B, Recreation Complex Manager 1, Recreation Complex Manager 2, Assistant Golf Course Superintendent, Golf Course Superintendent 1, Golf Course Superintendent 2, Golf Course Manager 2, Maintenance Supervisor 4, Maintenance Supervisor 3, Building Restoration Specialist, or Regional Park Maintenance Supervisor.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before December 2, 2018, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST:

For No. 38-365: After one year of the service described in the Minimum Qualifications above, successful candidates will be qualified for appointment from the eligible list.

For No. 38-366:

Either 1. after one year of qualifying service as a Park Manager 2, Historic Site Manager B, Recreation Complex Manager 2, Golf Course Superintendent 2, or Maintenance Supervisor 4, successful candidates will be qualified for appointment from the eligible list;

Or 2. after two years of qualifying service as a Park Manager 1, Historic Site Manager C, Recreation Complex Manager 1, Assistant Golf Course Superintendent, Golf Course Superintendent 1, Golf Course Manager 2, Maintenance Supervisor 3, Building Restoration Specialist, or Regional Park Maintenance Supervisor, successful candidates will be qualified for appointment from the eligible list.

NOTES:

1. 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.
2. In accordance with Section 52.11 of the Civil Service Law, individuals serving permanently in the non-competitive class in a qualifying title (including those serving under Section 55-b/55-c) who otherwise meet the requirements for taking this examination are eligible to compete in this promotion examination.
3. Some Park Manager positions have, as a condition of employment, the requirement that the incumbent live in a residence provided by the Agency. In such cases, the Park Manager is required to be available at all times to handle emergencies and other duties as required. When the Agency is filling a position where such requirement exists, such condition will be noted on the canvass letter. It will also be discussed at the interview. If you have any questions, you may ask them at that time. Failure to accept this condition of employment may result in a job offer being withdrawn.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **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 his/her 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.
2. **Operation of park facilities** – These questions test for knowledge of the practices and procedures involved in operating park facilities and may include such typical areas as job safety, grounds and equipment maintenance, prioritizing work schedules, inspection and repair of park playgrounds, picnic areas, swimming facilities, public restrooms, hiking trails, and other park facilities, water and wastewater line repair, proper use of hand and power tools, revenue collection, customer and employee relations, and proper handling of emergency situations.
3. **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.
4. **Educating and interacting with the public** – These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or 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 others in cooperative efforts of public outreach or service.
5. **Park business management –** These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of a park business in support of park facilities. Typical activities may include such areas as revenue management, budgeting, purchasing, payroll, and related internal controls. The questions cover such topics as expenditures, supplies and equipment, inventory, cash receipts, purchases, and worker compensation.
6. **Work planning and scheduling -** These questions test for knowledge of the principles for 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.
7. **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.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime Veterans' credits to your final passing score.

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.

DUTIES: As a **Park Manager 2 or 3**, you would have responsibility for planning, directing, and coordinating the operation, programming, and maintenance of all facilities in a park or group of parks within a geographical region. You would supervise, direct, manage, and coordinate various levels of staff in recreation, security, operation, and maintenance areas. The distinguishing factor between Park Manager 2 and 3 positions would be an increasing amount of responsibility in a larger park or group of parks.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the notification of your 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:

- Online our Internet address is http://www.cs.ny.gov/exams. Click on "Promotion Examinations." NOTE: If you apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver; or
- Download the examination application NYS-APP form at http://www.cs.ny.gov/announ/applications.cfm; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain 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

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.

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 written 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 written 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.

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 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 written 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 Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written 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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.