



Department of  
Civil Service

# PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
<b>38-536 Economic Development Program Administrator 1</b>	<b>29</b>	<b>\$106,251</b>	<b>\$25</b>
<b>38-537 Economic Development Program Administrator 2</b>	<b>31</b>	<b>\$117,762</b>	<b>\$25</b>

**Written Test To Be Held**

**MARCH 5, 2022**

**Applications MUST Be Submitted or Postmarked By**  
**JANUARY 19, 2022**

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>**

Please be advised that effective December 1, 2021 the New York State Department of Civil Service will have a **mandatory** COVID-19 vaccination/testing policy for in-person examinations administered at a New York State test center. For more information, you can access the full [policy](#) on the Department of Civil Service website.

Due to current testing space limitations, candidates may need to travel to one of the following test sites to take this examination: Albany, Buffalo, Nyack, Port Jefferson, Poughkeepsie, Syracuse, and an additional downstate location. Candidates will be notified of their test site location on their admission notice.

*If you previously applied for this examination scheduled for May 16, 2020, which was postponed, you do NOT need to reapply. Your application will be reviewed to determine if you meet the qualifications to take the examination. Additional information will be sent to previous applicants via email.*

**Promotion examination open to all qualified employees of the  
New York State Department of Economic Development.**

**MINIMUM QUALIFICATIONS:** On or before \*March 5, 2022, you must be a qualified employee of the New York State **Department of Economic Development** and have had three months of permanent competitive, non-competitive, or 55-b/55-c service as:

**For No. 38-536:**

**Either A.** Economic Development Program Specialist 3;

**Or B.** Chief Communications Industry Production Assistance, Commerce Policy Analyst 2, Industrial Development Representative International, Minority Business Development Specialist 4, Program Research Specialist 4 (Economics Finance), Tourism Trade Specialist 3, Environmental Compliance Assistance Supervisor, or Supervising Program Representative NYSTAR.

**For No. 38-537:**

**Either A.** Economic Development Program Administrator 1 or Economic Development Specialist 3;

**Or B.** Chief Communications Industry Production Assistance, Commerce Policy Analyst 2, Industrial Development Representative International, Minority Business Development Specialist 4, Program Research Specialist 4 (Economics Finance), Tourism Trade Specialist 3, or Environmental Compliance Assistance Supervisor.

Only the title or titles listed are qualifying.

*If you were permanently appointed to a qualifying title on or before \*December 5, 2021, and have served continuously in this title since that date, you are eligible to file for this examination.*

S2/TC1-CPG-rkv

Reissued: 1/5/22

\*Revised Material: 1/5/22

Please visit our website at <https://www.cs.ny.gov/jobseeker> for more information

**QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST:** Successful candidates will be qualified for appointment from the eligible list as follows:

**For No. 38-536:** After one year of service as an Economic Development Program Specialist 3, Chief Communications Industry Production Assistance, Commerce Policy Analyst 2, Industrial Development Representative International, Minority Business Development Specialist 4, Program Research Specialist 4 (Economics Finance), Tourism Trade Specialist 3, or Environmental Compliance Assistance Supervisor **OR** two years of service as a Supervising Program Representative NYSTAR.

**For No. 38-537:** After one year of service as an Economic Development Program Administrator 1 **OR** two years of service as an Economic Development Program Specialist 3, Chief Communications Industry Production Assistance, Commerce Policy Analyst 2, Industrial Development Representative International, Minority Business Development Specialist 4, Program Research Specialist 4 (Economics Finance), Tourism Trade Specialist 3, or Environmental Compliance Assistance Supervisor.

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 required 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/CPG.

**ORDER OF CERTIFICATION:** The order of certification of this eligible list will be:

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

**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 55-b/55-c) who otherwise meet the requirements for taking these examinations are eligible to compete in these promotion examinations.
2. These examinations are 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 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 qualifying service for appointment from the promotion list, you will not be eligible for appointment from the open-competitive eligible list.

**DUTIES:** As an **Economic Development Program Administrator 1**, you would, under the general direction of the Deputy Commissioner, the Economic Development Program Administrator 2, Economic Development Program Administrator 3, or other higher level position, manage a mid-sized regional office or a business/economic development program. You would develop and implement economic development plans and programs; conduct community relations/awareness programs in order to promote services of the Department; and manage subordinate staff in order to ensure effective program development, service delivery, and administrative operations.

As an **Economic Development Program Administrator 2**, you would, under the general direction of the Deputy Commissioner, the Economic Development Program Administrator 3, or other higher level position, manage a larger regional office or business/economic development program. You would develop and implement economic development plans and programs; conduct community relations/awareness programs in order to promote services of the Department; and manage subordinate staff in order to ensure effective program development, service delivery, and administrative operations.

**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. **Analyzing and evaluating information** - These questions test for the ability to analyze, interpret, and draw reasonable conclusions from information presented in text, data, images or symbols. This may involve identifying a significant problem or issue; focusing on relevant data and text; identifying trends, relationships, and significant features; assessing relevant alternatives; suggesting or evaluating possible conclusions; and applying logical principles to information provided. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will not be permitted to use the **calculator** function on your **cell phone**.
2. **Working and interacting with others** - These questions test for knowledge of how to effectively approach work and maintain professional relationships with others in the workplace. Each question presents a situation and a number of possible approaches for handling it. Question topics may include working with supervisors and coworkers, interacting with members of the public, handling conflict, and managing workplace demands and priorities. The questions are not specific to any job title or place of work.
3. **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.
4. **Understanding and applying administrative principles** - These questions test for knowledge of how to effectively manage and direct an organization or an organizational segment. These questions cover such areas as developing objectives, formulating policies, making decisions, forecasting and planning, developing personnel, organizing and coordinating work, communicating information, providing leadership, and delegating authority and responsibility.
5. **Preparing reports and official documents** - These questions test for the ability to prepare reports and other official documents for use within and among governmental agencies, in legal or regulatory settings, or for dissemination to the public. Some questions test for a knowledge of grammar, usage, punctuation, and sentence structure. Others test for the ability to present information clearly and accurately, to use the proper tone, and to organize paragraphs logically and comprehensibly.

**TEST GUIDE & SAMPLE TEST MATERIAL:** A General Guide to Written Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>. Sample Test Material for the subject areas described above is also available 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 wartime 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.

**Note:** The Department of Civil Service may administer tests either online or with paper booklets and answer sheets. Online tests may be administered using Remote Proctoring. The announcement will indicate if remote proctoring is being offered. Information on remote proctoring is available on our website at: [www.cs.ny.gov/testing/remote-proctoring.cfm](http://www.cs.ny.gov/testing/remote-proctoring.cfm).

**ADMISSION TO THE TEST:** If approved, 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, online at a state test site using a State-provided Chromebook, or online at home on your personal equipment using Remote Proctoring Software. **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:**

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>. Click on "Promotion/Transition." 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](mailto: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.

**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>. Any past due application processing fees must be paid in full prior to submitting an application. Please email [FeeUnitMail@cs.ny.gov](mailto:FeeUnitMail@cs.ny.gov) regarding inquiries about any past due 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.

---

**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 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.

**OTHER ACCOMMODATIONS:** Individuals who apply to take an in-person Civil Service examination and who wish to request an exemption to the Department's COVID-19 vaccination/testing policy due to a medical reason or sincerely held religious belief, practice, or observance, must check the box on the application under "Other Accommodations" and will be required to provide appropriate documentation. Candidates granted an exemption will be offered the opportunity to take the examination via [Remote Proctoring](#) - a secure, web-based test delivery method that uses professional test proctors and technology to monitor applicants using a web camera as they complete an examination.

**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](mailto: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.

**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>.

**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.