



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
38-565 Auditor 2 (Insurance Premium)	23	\$73,284	\$20
38-566 Auditor 3 (Insurance Premium)	27	\$90,375	\$25

Written Test To Be Held
DECEMBER 11, 2021

Applications MUST Be Submitted or Postmarked By
OCTOBER 29, 2021

The Department of Civil Service may administer tests either online or with paper booklets and answer sheets. Online tests will be administered using Remote Proctoring. You may access information on remote proctoring by visiting our website at www.cs.ny.gov/testing/remote-proctoring.cfm. Your admission notice will tell you whether your test will be administered online or in a test location. You may be assigned to either Saturday or Sunday to take your test. You cannot request a day in advance or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <http://www.cs.ny.gov/jobseeker>

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, or Yonkers. 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 Insurance Fund.

***MINIMUM QUALIFICATIONS:** On or before December 11, 2021, you must be a qualified employee of the New York State Insurance Fund and have had three months of permanent competitive or 55-b/55-c service in one of the following titles:

- For 38-565:** Senior Auditor or Auditor 1.
- For 38-566:** Insurance Premium Auditor 2 or Auditor 2 (Insurance Premium).

Only the title or titles listed are qualifying.

**If you were permanently appointed to a qualifying title on or before September 11, 2021, 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: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

DUTIES: As an **Auditor 2 (Insurance Premium)**, you would function as a technical expert for the Premium Audit Program, and directly supervise Auditors 1 and other staff. You would oversee and conduct audits of payroll and other business records of insureds of the State Insurance Fund to determine premium charges for workers' compensation policies. You would resolve or assist Premium Audit management as well as other State Insurance Fund departments in resolving audit or related customer issues. If needed, you would travel to business offices statewide to conduct assessments of the Premium Audit function and prepare written reports of the results.

As an **Auditor 3 (Insurance Premium)**, you would be an integral part of the Premium Audit management team under the guidance of the Director and Assistant Director of the department. You would be assigned, and function as administrative supervisor of multiple audit teams led by Auditors 2 (Insurance Premium). You would guide Auditors 2 (Insurance Premium) in the performance of their duties, monitor progress of your teams on departmental performance goals, and provide needed assistance to help achieve the goals. You would submit periodic written reports to the Director regarding the performance of your offices on departmental goals as well as on the Premium Audit function in general. As needed, you would travel to business offices statewide to perform these tasks. You would resolve or assist Premium Audit management as well as other State Insurance Fund departments in resolving audit or related customer issues.

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:	For Examination Nos.	
	38-565	38-566
1. 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.	X	X
2. Understanding and interpreting tabular material - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. 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 of your cell phone .	X	X

SUBJECT OF EXAMINATION (continued):	For Examination Nos.	
	38-565	38-566
3. State Insurance Fund Premium Audit Practices and Procedures Manual - These questions test for knowledge of the State Insurance Fund's audit practices and forms. Questions may include such topics as industry specific procedures and in-house audit programs.	X	
4. 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	
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 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.		X
6. Ensuring effective inter/intra agency communications - These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to 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 staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.		X
7. Evaluating conclusions in light of known facts - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.		X

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.

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 the notification of 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 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 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.

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.

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.