



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
38-615 Senior Compensation Claims Referee	M-4	\$112,155	\$25

Written Test To Be Held
MARCH 19, 2022

Applications MUST Be Submitted or Postmarked By
FEBRUARY 9, 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.

Promotion examination open to all qualified employees of the New York State Workers' Compensation Board.

MINIMUM QUALIFICATIONS: On or before March 19, 2022, you must be a qualified employee of the New York State **Workers' Compensation Board** and have had three months of permanent competitive or 55-b/55-c service as a Compensation Claims Referee.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before December 19, 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 service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

NOTES:

1. Admission to the New York State Bar and current attorney registration to practice in New York State is necessary for appointment and continued employment. Failure to maintain attorney registration, disbarment, or suspension from the practice of law may result in the termination or suspension of your employment.
2. **Travel Requirements:** You may be required to travel to itinerant hearing points. Appointees to these positions may be required to operate a motor vehicle or otherwise demonstrate their capacity to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must possess a driver's license valid in New York State at the time of appointment and continuously thereafter. Field work and travel expenses are reimbursed on a fixed schedule.
3. **Background Investigation:** Because of the nature of the position, there is an investigative screening that may include a thorough character investigation. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits, consistent with the applicable provisions of State and federal laws.

DUTIES: As a **Senior Compensation Claims Referee**, within a geographical region you would measure and ensure quality in the adjudication processes of the Workers' Compensation Board through regular and full-time involvement in the assignment of cases and monitoring of decisions concerning claims which are rendered by Compensation Claims Referees and Senior Attorneys upon administrative reviews of case files and/or meetings, conferences, formal hearings, and pre-hearing conferences with claimants, representatives, employers, and carriers; perform audits of adjudication work products; perform on-site observations of meetings, conferences, formal hearings, and pre-hearing conferences; provide one-on-one and/or classroom training and mentoring of Compensation Claims Referees and Senior Attorneys to ensure sound case and calendar management and practices in conformity with the Workers' Compensation Law, Disability Benefits Law, Volunteer Firefighters' Benefit Law, Volunteer Ambulance Workers' Benefit Law and Paid Family Leave Act rules and regulations, Board determinations, judicial case law, policies, and procedures; prepare and conduct performance evaluations for adjudication staff, and initiate and facilitate disciplinary proceedings whenever appropriate. You would also meet with employers, insurance carriers, physicians, and other constituents for the purpose of advising on policies, rules, regulations, and procedures of the Board; preside as a Referee during special hearings as necessary; investigate complaints; and prepare reports concerning the adjudication program.

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 of your **cell phone**.
2. **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.
3. **New York State Workers' Compensation law, rules and regulations and case law** - These questions test for a basic knowledge of Articles 1, 2, 3, 3A, 4, 7, 8-A, and 9 of the Workers' Compensation Law (excluding the Volunteer Firefighters' Benefit law and the Volunteer Ambulance Workers' Benefit Law) and the Paid Family Leave Act in effect on January 1, 2020. These questions also test for the ability to recognize fact patterns and apply the appropriate legal precedent (the cases presented in these questions contain the fact patterns of actual Workers' Compensation cases decided in New York State courts in effect on January 1, 2020).

SUBJECT OF EXAMINATION (Continued):

4. **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.
5. **Principles, practices and procedures pertaining to administrative law and related rules of evidence** - These questions test for knowledge of principles, practices and procedures used in administrative proceedings, and related rules of evidence, in addition to assessing the ability to render findings of fact.
6. **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.

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.

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 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.

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. 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.