



PROMOTION EXAMINATION

| Examination No. & Title | Salary Grade | Beginning Salary | Non-Refundable Processing Fee (Waivers Available) |
|--|--------------|------------------|---|
| 38-756 Investigative Officer 2 (Beverage Control) | 20 | \$62,726 | \$20 |
| 38-757 Investigative Officer 3 (Beverage Control) | 23 | \$73,284 | \$20 |

Written Test To Be Held
JUNE 26, 2021

Applications MUST Be Submitted or Postmarked By
MAY 19, 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>

Promotion examination open to all qualified employees of the New York State Division of Alcoholic Beverage Control.

MINIMUM QUALIFICATIONS: On or before June 26, 2021, you must be a qualified employee of the New York State Division of Alcoholic Beverage Control and have had three months of permanent competitive or 55-b/55-c service as a:

For 38-756: Beverage Control Investigator, Beverage Control Investigator (various language parentheses), Beverage Control Investigator Trainee 1 or 2, Beverage Control Investigator Trainee 1 or 2 (various language parentheses), Investigative Officer 1 (Beverage Control), Investigative Officer 1 (Beverage Control) (various language parentheses), Investigative Officer Trainee (Beverage Control), or Investigative Officer Trainee (Beverage Control) (various language parentheses)

For 38-757: Senior Beverage Control Investigator or Investigative Officer 2 (Beverage Control).

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before March 26, 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:

For 38-756: After one year of service as a Beverage Control Investigator, Beverage Control Investigator (various language parentheses), Investigative Officer 1 (Beverage Control), or Investigative Officer 1 (Beverage Control) (various language parentheses), successful candidates will be qualified for appointment from the eligible list.

For 38-757: After one year of service as a Senior Beverage Control Investigator or as an Investigative Officer 2 (Beverage Control), successful candidates will be qualified for appointment from the eligible list.

NOTES:

- These positions may require working nights and weekends.
- Travel Requirements:** Appointment to certain positions requires extensive travel within a designated area of assignment. 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. Overnight travel may be required.
- Peace Officer Status:** Investigative Officer 2 (Beverage Control) and Investigative Officer 3 (Beverage Control) are peace officers and must be qualified to hold such office in accordance with state law. As such, they are required to attend NYS Division of Criminal Justice Services sanctioned peace officer training. Employment is dependent upon continuous certification as a peace officer.
- U.S. Citizenship and New York State Residence** are required at the time of appointment and continuously thereafter for appointees to Investigative Officer 2 (Beverage Control) and Investigative Officer 3 (Beverage Control).

DUTIES: As an **Investigative Officer 2 (Beverage Control)**, under the direction of an Investigative Officer 3 (Beverage Control), you would be required to supervise and perform field investigations of licensees for possible non-compliance with Alcoholic Beverage Control Law, rules and regulations; conduct field investigations related to license applications, and provide training for licensees, trade associations, police jurisdictions and other community entities in the Alcoholic Beverage Control Law.

As an **Investigative Officer 3 (Beverage Control)**, under the direction of the Director of the Enforcement Bureau, you would be responsible for the supervision of several squads of investigators whose responsibilities might include field investigations of licensees for possible non-compliance with the Alcoholic Beverage Control Law, rules and regulations, and/or field investigations relating to license applications.

| 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. | |
|---|-----------------------------|---------------|
| | 38-756 | 38-757 |
| 1. 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. | X | X |

| SUBJECT OF EXAMINATION (Continued): | For Examination Nos. | |
|---|----------------------|--------|
| | 38-756 | 38-757 |
| 2. Evaluating information and evidence - These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts. | X | X |
| 3. Advanced investigative techniques - These questions test for knowledge of the more complicated and technical aspects of field investigations. The questions will cover such areas as: interviewing principles and practices, investigative principles, sources of information and reporting methods commonly used in field investigations, securing statements, rules of evidence and evidence collection, preparing cases for court or legal hearings, and testifying in the courtroom or in hearings. <i>Many of the questions are situational in nature. The questions are generic rather than dealing with investigations in a particular field.</i> | X | X |
| 4. Alcoholic Beverage Control Law, related laws, rules and regulations in effect and enforced by the Div. of Alcoholic Beverage Control - These questions test for knowledge of the Alcoholic Beverage Control Law and related laws, rules and regulations that are in effect on January 1, 2021 and enforced by the Division of Alcoholic Beverage Control. | X | X |
| 5. 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 | |
| 6. 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 |

TEST GUIDE: *A Guide to the Written Test for the Investigator Series* is available on the Department website at <http://www.cs.ny.gov/testing/testguides.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.

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 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.examininfo@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.