



# PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
<b>38-931 Utility Engineering Specialist 3</b>	<b>27</b>	<b>\$97,826</b>	<b>\$25</b>
<b>38-932 Utility Engineering Specialist 3 (Gas Pipeline Safety)</b>	<b>27</b>	<b>\$97,826</b>	<b>\$25</b>

**Written Test To Be Held:**  
**MAY 13, 2023**

**You MUST submit your application online or postmark it by:**  
**MARCH 29, 2023**

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>

You must review important information on the New York State Department of Civil Service COVID-19 policy that applies to all candidates sitting for in-person Civil Service examinations being administered at a New York State test center. You can access our full [policy](#) on the Department of Civil Service website.

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. 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 Department of Public Service.**

**Minimum Qualifications:** On or before May 13, 2023, you must be a qualified employee of the New York State Department of Public Service and have had three months of permanent competitive or 55-b/55-c service as a:

**For Exam No. 38-931:** Utility Engineering Specialist 2 or Utility Engineering Specialist 2 (Gas Pipeline Safety).

**For Exam No. 38-932:** Utility Engineering Specialist 2 (Gas Pipeline Safety).

*If you were permanently appointed to a qualifying title on or before February 13, 2023, and have served continuously in this title since that date, you are eligible to file for this examination.*

Only the title or titles listed are qualifying.

**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.

**The Positions:** These positions exist in the New York State Department of Public Service and are located statewide.

**Duties:** As a **Utility Engineering Specialist 3**, under the direction of a Utility Supervisor, you would participate in policy development and oversee utility practices related to planning, operations, reliability, resiliency, and rate making. You would provide expert testimony in utility rate cases and administrative proceedings on behalf of the Department of Public Service, as well as perform investigations related to utility operations, storm response, and gas incidents. You may review utility capital projects, operations and maintenance programs and the associated budgets; analyze fully allocated embedded and marginal cost-of-service studies, proposals to reallocate costs and revenue recoveries among service classes; develop rate structures and designs to recover utility company revenue; review and develop tariffs implementing Public Service Commission directed rates and programs; ensure compliance with electric and gas safety and reliability standards; investigate utility accidents and incidents; analyze and evaluate utility projects and proposals driven by the State's Climate Leadership and Community Protection Act (CLCPA) and climate vulnerability risk assessment mandates; and supervise multiple Utility Engineering Specialists 2 and lower-level staff.

**Duties (Continued):** As a **Utility Engineering Specialist 3 (Gas Pipeline Safety)**, under the direction of a Utility Supervisor, you would participate in policy development related to natural gas utility rates, reliability, and safety issues and provide expert testimony in utility rate cases and administrative proceedings on behalf of the Department of Public Service. You would perform safety compliance audits and inspections; evaluate pipeline operators for compliance with State and Federal regulations; inspect utility and contractor work sites involving construction, operations, and maintenance activities on pipelines; conduct enforcement against violators of the State's Protection of Underground Facilities rules; prepare session items and notices of probable violations; audit and inspect leak management, emergency response, and damage prevention performance, and prepare reports; and supervise multiple Utility Engineering Specialists 2 (Gas Pipeline Safety) and lower-level staff.

**Subject of Examination:** To be considered for appointment to this title, you must pass the **written test**. The **written test** evaluates your knowledge, skills, and/or abilities in the following areas:

- 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 correct 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.
- 2. 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**.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. Understanding and interpreting written material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**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 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.

**Admission To The Test:** If approved for a written test, 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 or online at a state test site using a state-provided Chromebook. **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:** You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP forms; or
- Obtain an 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 or accept applications. All statements you make on your application are subject to investigation.*

**Important:** Unless waived, you must pay the non-refundable processing fee. If you apply online, you must use a MasterCard or Visa. If you qualify for a waiver of the processing fee you may still apply online. 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.

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#### 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](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.