

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 02-03

TO: Department and Agency Human Resource and Personnel Officers
FROM: William E. Doyle, Director Division of Staffing Services
SUBJECT: Promotion Test Battery Information
DATE: August 9, 2002

THIS IS A SPECIAL DISTRIBUTION, ONE COPY OF THIS GIB IS BEING SENT ONLY TO PERSONNEL OFFICES

Enclosed is your supply of the *Promotion Test Battery Guide* for the 2002 Promotion Test Batteries:

- *No. 01-001, Supervisors and Specialists* (to be held on November 16, 2002) **AND**
- *No. 02-001, Mid-Level and High-Level Managers and Administrators* (rescheduled from September 21, 2002 to October 5, 2002).

This year's Guide is the same as last year's Guide. The same Guide is used for No. #01-001 AND No. #02-001

We may not issue paper copies of the Guide next year, so Human Resources Offices should retain, for future use, any copies that are not distributed this year. Employees may also want to retain their copies.

The number of Guides enclosed is an estimate based upon the total number of candidates for these same tests in 2001. Candidates for #02-001 have been told the Guides will be available to them by mid-August. If you need additional copies, you may duplicate them.

Employees unable to obtain a copy through their Personnel or Business office should:

Access the Guide on the Internet at: <http://www.cs.state.ny.us> **OR**

E-mail the Department of Civil Service Examination Information Desk at examinfo@cs.state.ny.us at any time or call our automated Examinations Information line at any time (they should press 1 as if they were asking for an announcement, say they want a Promotion Test Battery Guide and follow the prompts for their name and address) at (518) 457-6216.

Please post sufficient copies of the enclosed Notice in the various geographic locations where there are potential applicants for these Battery tests.

There are also a number of open-competitive examinations being held which make use of these tests. We will be mailing Guides directly to the applicants for these OC examinations.

As in the past, candidates will not be allowed to bring the Guide to the test site; a brief summary of the most important points in the Guide will be provided at the test site.

Admission Notices - Qualified candidates who do not receive their admission notices...

...for Test Number/Title	...by
01-001 Supervisors & Specialists	November 13 th
02-001 Managers & Administrators	October 2 nd

...should call us at:

- (518) 457-5483 for Albany area candidates
- (518) 457-6556 for New York City area candidates
- (518) 457-7022 for all other candidates

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Thank you for your assistance.