

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 05-04**

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Offices  
FROM: Terry Jordan, Director of Staffing Services  
SUBJECT: Promotion Test Batteries – 2006 Update  
DATE: December 30, 2005

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In 1996 we wrote to you about a year of transition. That year, the Promotion Test Batteries were introduced and became a part of our selection program for many supervisory, managerial, and administrative positions. The Promotion Test Batteries have provided agency program managers with a continuous pool of tested candidates, enhanced promotion opportunities for candidates, expedited the establishment of eligible lists, and reduced the need for provisional appointments. After a decade of experience with the Promotion Test Batteries, the Department will be making the following changes in the administration of the Batteries. The Department does not anticipate that these changes will have any impact on the benefits associated with the uses of the Batteries.

Effective December 31, 2006, Battery scores will be banked for four years instead of the current ten years. This change to score banking will be applied retroactively. Therefore, Battery scores from the 2002 and earlier Battery holdings will expire on December 31, 2006.

Administration of all levels of the Battery is scheduled for 2006. The Mid-Level and High-Level Managers and Administrators Promotion Test Batteries will be held on June 3, 2006. The Supervisors and Specialists Promotion Test Batteries will be held on September 16, 2006. Thereafter, each option of the Promotion Test Battery will be held in alternating years. The Supervisors and Specialists option will be held in 2007; the Mid-Level and High-Level Managers and Administrators option in 2008.

In order to implement these changes, we request your assistance in making this information available to all qualified employees. Enclosed is an informational notice to be provided to all qualified employees which we ask be distributed. We thank you in advance for your cooperation.

Staffing Services Representatives have been briefed on these changes and will be available to assist your staff with general questions on the changes to the Battery process.

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**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE  
INFORMATION FOR PROMOTION TEST BATTERIES CANDIDATES**

**NYS PROMOTION TEST BATTERIES – 2006 UPDATE**

To ensure candidates are aware of and maintain active Promotion Test Batteries scores, Battery scores are now available to candidates on the Department of Civil Service website at: [http://www.cs.state.ny.us/announ/mainpages/ptb\\_information.htm](http://www.cs.state.ny.us/announ/mainpages/ptb_information.htm) .

Candidates will be able to log-on with a user ID and password, and view their own Battery score(s), as shown below:

**Promotion Test Batteries Scores**

John Doe  
1 First St  
Albany, NY 12239

**(Best Battery score and its expiration date are highlighted)**

Title	Test Date	Score	Score Expiration Date
Promotion Test Battery - Supervisors	<b>06/04/2005</b>	<b>90</b>	<b>12/31/2009</b>
	<b>10/27/2001</b>	<b>90</b>	<b>12/31/2006</b>
	09/07/1996	85	12/31/2006
Promotion Test Battery - Specialists	06/04/2005	85	12/31/2009
	<b>10/27/2001</b>	<b>90</b>	<b>12/31/2006</b>
	<b>09/07/1996</b>	<b>90</b>	<b>12/31/2006</b>
Promotion Test Battery - Mid-level Managers	<b>03/13/2004</b>	<b>95</b>	<b>12/31/2008</b>
	10/05/2002	80	12/31/2006
	09/26/1998	80	12/31/2006
Promotion Test Battery - High-level Managers	03/13/2004	75	12/31/2008
	<b>10/05/2002</b>	<b>85</b>	<b>12/31/2006</b>
	09/26/1998	70	12/31/2006

Effective 12/31/2006: Promotion Test Batteries ("PTB") scores expire on December 31 of the fourth year after the test was taken (and cannot be used in a subsequent examination). For example, scores resulting from PTB's held in the year 2002 or earlier will expire 12/31/06. During calendar year 2006, examinations with an announced "applications must be postmarked by" date on or before 12/31/06 will draw PTB scores from 1996 and after. Examinations with an announced "applications must be postmarked by" date of 1/1/07 or later will draw PTB scores from 2003 and after.

Effective December 31, 2006 Promotion Test Batteries scores will be banked for four years instead of ten years. This change to score banking will be applied retroactively. All Promotion Test Batteries scores for the 2002 and earlier holdings of the Batteries will expire on December 31, 2006.

Testing for each level of the Promotion Test Batteries is scheduled for 2006. The Mid-Level and High-Level Managers and Administrators will be held on June 3, 2006 and the Supervisors and Specialists on September 16, 2006. All qualified employees are encouraged to file for and participate in the appropriate option of the Promotion Test Batteries in 2006. Thereafter, the Department of Civil Service will hold each level of the Promotion Test Battery in alternating years.

The Supervisors and Specialists will be held in 2007 and the Mid-Level and High-Level Managers and Administrators in 2008.

Employees are also encouraged to subscribe to the Department of Civil Service e-mail notification of the issuance of new civil service announcements as soon as they are posted on the website. To subscribe, go to: [http://www.cs.state.ny.us/announ/fm\\_form.cfm](http://www.cs.state.ny.us/announ/fm_form.cfm).