

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
DIVISION OF STAFFING SERVICES
GENERAL INFORMATION BULLETIN No. 06-01

TO: Department and Agency Personnel, Human Resource, and Affirmative Action Offices
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: Promotion Test Batteries – Amendment to Scheduled Holdings for 2007
DATE: February 3, 2006

In General Information Bulletin #05-04, dated December 30, 2005, we announced that after the 2006 holdings of both options of the promotion test batteries, each option only would be held in alternating years.

After further review, we have determined that we will hold all options of the promotion test batteries in 2006 **and in 2007**. Thereafter, each option of the Promotion Test Battery will be held in alternating years. The Supervisors and Specialists option will be held in 2008; the Mid-Level and High-Level Managers and Administrators option in 2009.

We request your assistance in making this information available to all qualified employees. Enclosed (the second page of this distribution) is an informational notice to be provided to all qualified employees (please distribute this, or otherwise make it available to your employees). 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.

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

**NYS PROMOTION TEST BATTERIES – 2006 UPDATE –
revised *2/3/2006* [revisions in *bold italics*]**

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 .

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	06/04/2005	90	12/31/2009
	10/27/2001	90	12/31/2006
	09/07/1996	85	12/31/2006
Promotion Test Battery - Specialists	06/04/2005	85	12/31/2009
	10/27/2001	90	12/31/2006
	09/07/1996	90	12/31/2006
Promotion Test Battery - Mid-level Managers	03/13/2004	95	12/31/2008
	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
	10/05/2002	85	12/31/2006
	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 up to 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 **and** 2007. 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. (2007 test dates have not been set.) All qualified employees are encouraged to file for and participate in the appropriate option of the Promotion Test Batteries in 2006 **and** 2007. 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 2008 and the Mid-Level and High-Level Managers and Administrators in 2009.

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.