

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**DIVISION OF STAFFING SERVICES**

**GENERAL INFORMATION BULLETIN No. 98-04**

TO: Department and Agency Human Resource and Personnel Officers  
FROM: James W. Sever, Director, Staffing Services  
SUBJECT: Promotion Test Battery Guides  
DATE: August 20, 1998

**THIS IS A SPECIAL DISTRIBUTION, ONE COPY PER ADDRESSEE  
BEING SENT ONLY TO PERSONNEL OFFICES.**

Enclosed is a supply of the *Promotion Test Battery Guide* for the 1998 Promotion Test Batteries:

- *No. 01-001, Supervisors and Specialists* (to be held on November 7 and December 5, 1998\*)  
**and**
- *No. 02-001, Mid-Level and High-Level Managers and Administrators* (to be held on September 26, 1998)

**The same study guide is to be used for both tests.**

The number of Guides enclosed is an estimate based upon the number of candidates for these same tests in 1997. If you need additional copies please do not duplicate them yourself. Call Robert Knippenberg at (518) 457-3613.

Employees unable to obtain a copy through their Personnel or Business office may obtain a copy of the Guide by calling this Department between 9:00 a.m. and 4:00 p.m. weekdays:

- (518) 485-6487 (for Albany area candidates)
- (800) 346-7314 (for candidates outside the Albany area)

The Guide will also be available on the Internet at:

<http://www.cs.state.ny.us/home.htm>

Because of the schedule for these tests we are unable to provide lists of applicants as we have in the past. Most applicants should be aware that the Guide is available, and, if you post sufficient copies of the **enclosed Notice** in the various geographic locations where there are potential applicants, this should be sufficient.

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.

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

<b>...for Test Number/Title/Date</b>	<b>...by</b>
01-001 Supervisors & Specialists (Nov 7 <sup>th</sup> - part 1)	November 5 <sup>th</sup>
01-001 Supervisors & Specialists (Dec 5 <sup>th</sup> - part 2) (* this holding may not be necessary)	December 2 <sup>nd</sup>
02-001 Managers & Administrators (Sept 26 <sup>th</sup> )	September 23 <sup>rd</sup>

...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

There are also a number of open-competitive examinations being held on these dates which make use of these tests. We will be mailing Guides directly to these candidates.

Thank you for your assistance.