

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 99-02

TO: Department and Agency Human Resource and Personnel Officers
FROM: James W. Sever, Director of Staffing Services
SUBJECT: Promotion Test Battery Guides
DATE: September 1, 1999

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

Enclosed is your supply of the *Promotion Test Battery Guide* for the 1999 Promotion Test Batteries:

- *No. 01-001, Supervisors and Specialists* (to be held on November 13, 1999)
and
- *No. 02-001, Mid-Level and High-Level Managers and Administrators* (to be held on October 2, 1999)

The same study guide is to be used for BOTH tests.

The number of Guides enclosed is an estimate based upon the total number of candidates for these same tests in 1998. Candidates for #02-001 have been told the Guides will be available to them the first week in September; for #01-001 that the Guides will be available for them in mid-October. 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 should call this Department between 9:00 a.m. and 4:00 p.m. weekdays at:

- (518) 457-7200

Or, anytime, 24 hours a day, 7 days a week, our automated Examinations Information line (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

The Guide is also available on the Internet at: <http://www.cs.state.ny.us>

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...

...for Test Number/Title	...by
01-001 Supervisors & Specialists	November 10 th
02-001 Managers & Administrators	September 29 rd

...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 and promotion examinations being held which make use of these tests. We will be mailing Guides directly to these candidates.

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Thank you for your assistance.