

**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE
STATE PERSONNEL MANAGEMENT MANUAL
Advisory Memorandum #07-02**

1200 EXAMINATIONS

JUNE 2007

TO: Agency Personnel, Human Resources and Affirmative Action Offices
FROM: Terry Jordan, Director of Staffing Services
SUBJECT: Changes to Keyboard Specialist 1 Examination Program
DATE: June 13, 2007

This memorandum replaces Advisory Memorandum 97-02, "Revised Performance Test Administration Materials for Keyboard Specialist 1" **and** amends Advisory Memorandum 00-03, "Centralized Performance Typing Test for Keyboard Specialist in the Greater Albany Area, Examination Number 20-670" **and** amends General Information Bulletin 05-02, "Keyboard Specialist 1 Managed Placement Program Discontinued," with updated contact information.

This is to advise of the following changes to the Keyboard Specialist 1 examination program.

Effective July 31, 2007, the multiple-choice test for Examination Nos. 20-670 (Greater Albany Area) and 20-661 through 20-669 (Outside the Greater Albany Area), Keyboard Specialist 1 will be offered five times a year, statewide, at State examination centers. The scheduled test dates for 2007-2008 are:

September 8, 2007
November 17, 2007
January 26, 2008
March 29, 2008
May 31, 2008

Future dates for the Keyboard Specialist 1 examination will be listed on the exam announcement when it is reissued annually.

The typing performance test for Examination No. 20-670 will continue to be administered at the Computer-Based Testing and Training (CBTT) facility at the Department of Civil Service, Alfred E. Smith State Office Building in Albany. The typing performance test for Examination Nos. 20-661 through 20-669 will continue to be administered by State agencies and facilities Outside the Greater Albany Area at the time of the first interview.

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Greater Albany Area Testing

Between now and July 31, 2007, we will administer the multiple-choice test and typing performance test in the CBTT facility in Albany to accommodate those candidates whose applications are postmarked by June 15, 2007. Candidates whose applications are postmarked after June 15, 2007 will be included in the September 8, 2007 statewide holding of the multiple-choice test.

Candidates who pass the multiple-choice test will have their names placed on the eligible list, but will be restricted from appointment until they pass the typing performance test or submit a suitable waiver. Only enough candidates to fill anticipated vacancies in the Greater Albany Area will be called to take the typing performance test in the CBTT facility. Those candidates will be provided instructions on how to schedule their typing performance test.

Additionally, the typing performance test for transfer nominees and appointees under Section 55-b/55-c will be administered in the CBTT facility. To schedule these, agency and facility personnel may contact the CBTT Unit at (518) 474-0620 or (866) 277-9313.

Outside the Greater Albany Area

Candidates who pass the multiple-choice test will have their names placed on the eligible list and will be restricted from appointment until they pass the typing performance test or submit a suitable waiver.

State agencies and facilities Outside the Greater Albany Area that administer the typing performance test **must** use the *Typetest* - our computerized, fully automated test program. Instructions for administering the *Typetest* are described in the Performance Test Manager User Guide, which is available from our Computerized Testing Unit at (518) 457-5202. Please note that a new typing performance test is developed annually each January and agencies must use the most current version.

When requesting these materials, please allow 10 business days prior to the interview for shipping, installation, and familiarization. Candidates should not be allowed to take the typing performance test more than four times, once for each form of the *Typetest* included in the program.

Questions regarding the Keyboard Specialist 1 examination program should be directed to Staffing Services Section 1 at (518) 473-9722. Questions regarding the certification of eligible lists and submission of typing performance test waivers and reporting results of the *Typetest* should be directed to the Employment Records Section at (518) 457-4295.

The revised examination announcement for Keyboard Specialist 1 will be issued on June 22, 2007 and will be available on our website at www.cs.state.ny.us.