The City University of New York
Managerial Open Competitive Examination: Number 1033

OPEN COMPETITIVE

ASSISTANT COLLEGE SECURITY DIRECTOR

Pay Levels consistent with the CUNY Managerial Pay Plan Include:

Level I: $42,393- $63,813
Level II: $46,247- $74,386
Level III: $57,807- $85,935

Filing Period:
January 5 through January 26, 2000. You may apply at the Personnel Office of any CUNY College (see address listing on last page). Filing closes at NOON January 26, 2000.

Filing Fee:
The filing fee, which is non-refundable, is $45. Your filing fee is payable only with a postal or bank money order or with a bank certified check, payable to The City University of New York or to CUNY. Personal checks will not be accepted! Do not file for this examination if you do not meet the eligibility requirements because if you are judged to be disqualified, your filing fee will not be returned.

Scope of the Examination:

Written Test: 100% of final ranked rating
Anticipated to be administered on February 26, 2000. You must pass the written examination with a minimum score of 70 to be considered for appointment. If you have not passed the managerial qualifying test, you will be disqualified and will receive a failing grade in your written examination.

Managerial Qualifying Test: Pass/Fail Examination
As of the closing date for filing, applicants must meet the minimum qualifications in order to establish eligibility and thereby pass the managerial qualifying test.

The minimum qualifications for the position are:
1. A baccalaureate degree in Criminal Justice, Police Science or a closely related field and three (3) years of related experience, two (2) years of which must involve responsible administrative or supervisory experience. (Examples of related experience are progressively responsible security experience in a College or University setting, equivalent military or law enforcement experience; equivalent security force service; or equivalent business/industrial experience); OR

...
To be eligible to be appointed from the list to this title, the applicant:

1. Must have a valid, current New York State driver license, New York City residency, and United States citizenship.

2. Is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug tests, credit checks and driving record review.

3. Within one year of appointment to this title, or sooner, based on availability and satisfactory completion of mandated University training, a person appointed to this title must qualify for and obtain Peace Officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards.

Note: At the discretion of the College President, persons appointed to this title must, within one year of appointment to the title, successfully complete New York State Division of Criminal Justice Services certified firearms training in accordance with New York Penal Law, Article 35.

Assistant College Security Director
General Statement of Duties and Responsibilities

General Statement of Duties and Responsibilities:
Reporting to the College Security Director at any of the CUNY colleges, with significant latitude, administers the day-to-day security and public safety operations, and implements and enforces all established safety and security policies and procedures at the college. Directs and oversees assigned staff; interacts with faculty, staff, students and local law enforcement; responds to all emergencies; and participates in planning and staffing security and public safety functions. Reporting to the University Security Director at the CUNY Central Office, performs duties of a CUNY-wide nature dealing with personnel, budget, and other matters affecting the University security and public safety functions. The incumbent may act on behalf of the Director in his absence when so delegated.

Typical Tasks:
Manages day to day operations, directing and prioritizing the work activities of all assigned personnel including contract guards assigned to that campus. Reviews post assignments; oversees deployment of personnel; reviews all daily incident reports; and conducts incident investigations and prepares written reports.

Supervises special events including the coordination with the New York Fire and Police Departments; prepares security, safety, crowd control, and emergency evacuation plans in consultation with appropriate college staff.

Participates in the planning process for all major activities on campus identifying the security and safety issues for projects such as building renovation, construction, contractors or vendors performing work, etc.

Oversees the conduct of roll calls and inspections and may supervise the Training Officer; reviews and provides input for the preparation of daily roll call training matters; in colleges where there is no designated Training Officer, may prepare and conduct staff training.
Supervises and monitors time and leave usage in accordance with college and university policy. Verifies attendance and absence excuses and other government attendance violations. Maintains officer files to include personnel records, including the background check results that form the basis for background investigations.

Prepares performance evaluations for review and approval by the Director. Initiates disciplinary action when necessary, implements summary disciplinary penalties within guidelines with the approval of the Director. Oversees semi-annual complete uniform and equipment inspection and prepares applicable reports. Researches and gathers information on new equipment, uniform items, vehicles, etc., prepares purchase requests and justifications for review and approval of the Director.

When assigned to the Central Office by University Personnel, this position will conduct Peace Officer background investigations and prepare reports with disposition recommendations; draft security policy statements for review by the University Security Director and circulation to the CUNY Security Directors; administer various aspects of personnel management programs on a CUNY-wide basis including the statutory and non-statutory employee training and development activities; assist in the analysis, review, and utilization of confidential records, including those from the New York Police Department; and assist in conducting college-wide or university-wide personnel investigations of alleged officer misconduct or other investigations as directed by the University Security Director.

Participates in staffing and selection activities including hiring pools, examination administration, and the like. Assists the College or University Security Director, prepares reports; compiles and maintains crime statistics; and attends meetings as needed. When delegated, acts in the absence of the College or University Security Director, as applicable.

Performs other duties as assigned.

NOTE:
This is a uniformed managerial title in the competitive class of the CUNY Managerial Service.

This title is subject to random drug testing, as well as re-fingerprinting and reinvestigation every five years.

HOW TO APPLY

Beginning 9 A.M. on Wednesday, January 5, 2000, you may pick up the application which includes the Managerial Qualifying Test at the Personnel Office of any CUNY College (see address listing on last page). These forms will not be sent by mail, nor are they available from the University Personnel Office. Applications must be submitted between January 5, 2000, and no later than NOON, Wednesday, January 26, 2000. You must present your filing fee and deliver or mail (POSTMARKED) your completed forms by the closing date, Wednesday, January 26, 2000. The application form must be signed by the applicant, or the application will be incomplete. The fee must be paid at the time the application is submitted with a certified check or money order payable to The City University of New York. DO NOT SUBMIT CASH OR A PERSONAL CHECK. Please note that CUNY cannot accept responsibility for lost, stolen, or misdirected mail. Late submissions of fees or applications will not be accepted and will result in disqualification.

Required Forms: To file for this examination the applicant must submit: An application package containing Managerial Qualifying Test, An Application for CUNY Civil Service Examination (Blue and White CUNY Personal Information Bubble Sheet), and filing fee.
A. Managerial Qualifying Test --- It is anticipated that the Managerial Qualifying Test will be administered on or after the CUNY Management Application closing date. The Managerial Qualifying Test establishes the applicants eligibility to take the managerial series examination.

B. Written Test --- It is anticipated that the Written Test will be administered or Saturday, February 26, 2000. If you do not receive your admission letter by February 19, 2000, please call the Examinations Unit at The City University of New York at (212) 794-5509. Please do not call before February 21.

The written test is designed to test for knowledge, skills and abilities in the following areas:

1. Administrative Supervision
   These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. Problems dealt with may involve, but not be limited to, such areas as: assigning work to and coordinating the activities of several units, establishing and developing staff development programs, evaluating the performance of subordinate supervisors and maintaining relationships with other organizational sections.

2. Administrative Techniques and Practices
   These questions are designed to test for knowledge of the management techniques and practices used in directing or assisting in directing an organization or an organizational segment. Typical questions may include but not be restricted to: interpreting policies; making decisions based on the context of the position; coordinating programs; informing employees or the public; planning employee training; researching and evaluation.

3. Preparing Written Material
   These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensively. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.

4. Applying Written Information in a Security Services Setting
   These questions are designed to test a candidate’s ability to read, interpret, and apply rules, regulations, directives, written narratives, and other related materials. The candidates are required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a security services setting. All the information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

5. Evaluating Information and Evidence
   These questions are designed to test the candidate’s abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

6. Inspection and Investigative Techniques
   These questions are designed to test a candidate’s ability to select the proper course of action in situations which might occur during routine inspections. These questions may cover areas such as interviewing, presentation of evidence, attitude factors, integrity and sound judgment in dealing with irregularities, and violations.

Proof of Identity and Work Authorization --- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.
Veteran's Credits — Veteran's credits can be used only once within New York State. If the applicant is eligible for veteran's credits as detailed below, and has not used them for a prior examination, you may claim them for this exam if you so choose. To receive credit in the examination, applicants must pass test and have full-time active duty military service (not the military reserves, and not the national or state guards) in the armed forces of the United States with honorable discharge or separation between:

June 22, 1950 to January 15, 1955 (Korean Conflict)
December 22, 1961 to May 7, 1975 (Vietnam Conflict)
June 1, 1983 to December 1, 1987 (Hostilities in Lebanon) *
October 23, 1983 to November 21, 1983 (Hostilities in Grenada)*
December 20, 1989 to January 31, 1990 (Hostilities in Panama)*
August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)

* requires Expeditionary Medal

Probationary Period — Each position is subject to a one-year probationary period following appointment from the CUNY civil service eligible list.

Work Schedule --- Certain positions in this title may be required to work shifts other than days, and those assigned to day shifts may occasionally be required to work an evening, a night, or a weekend or holiday schedule in fulfillment of security department needs.

SPECIAL ARRANGEMENTS

Accommodations for this examination are available for certified disabled applicants. Applicants should submit their request for special accommodations by completing the Request for Accommodation Form. A physician, psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s disability must complete the indicated section of the Request for Accommodation Form. The accommodation request must be submitted with the applicant’s application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by February 15, 2000. Information regarding the applicant’s disability will be kept confidential.

For applicants unable to participate in the Written Test as scheduled because of their religious beliefs, a documented death in the immediate family, a hospitalization, military service, or a mandated court attendance, an alternate written test date will be scheduled. Applicants requesting an alternate written test date must provide documentation. Sabbath observers must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance. Applicants requesting an alternate test date, except for applicants who are hospitalized or have had a death in their immediate family, must provide the University Personnel Office with advance notice as well as documentation explaining why they are requesting an alternate test date. All requests must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked within two weeks of the original notice to report to the Written Test.

NOTE: Since the written test component of this examination was developed by the New York State Division of Testing Services, if you have applied for any other civil service examinations to be given on the same test date, February 26, 2000, for employment within New York State or any other local jurisdiction within New York State, excluding New York City, you must make arrangements to take all the examinations at one test site. The request must be submitted with your application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by January 20, 2000.

OTHER

This examination is conducted pursuant to the Civil Service Personnel Rules and Regulations of The City University of New York.

CUNY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION, ADA AND IMMIGRATION REFORM AND CONTROL ACT EMPLOYER
CUNY COLLEGE ADDRESSES

THE BRONX

Bronx Community College  
W. 181 St. & University Ave  
The Bronx, NY 10455

Hostos Community College  
500 Grand Concourse  
The Bronx, NY 10451

Lehman College  
Bedford Park Blvd. West  
The Bronx, NY 10468

BROOKLYN

Brooklyn College  
Bedford Ave. & Ave. "H"  
Brooklyn, NY 11210

Medgar Evers College  
1650 Bedford Avenue  
Brooklyn, NY 11225

Kingsborough Community College  
2001 Oriental Boulevard  
Brooklyn, NY 11235

N.Y.C. Technical College  
300 Jay Street  
Brooklyn, NY 11201

MANHATTAN

Baruch College  
135 East 22 Street  
New York, NY 10010

Borough of Manhattan Community College  
199 Chambers Street  
New York, NY 10007

Central Office/CUNY  
535 East 80 Street  
New York, NY 10021

The City College  
Convent Ave. & 138 Street  
New York, NY 10031

The Graduate School  
365 Fifth Ave. at E. 34 Street  
New York, NY 10016

Hunter College  
695 Park Avenue  
New York, NY 10021

John Jay College  
899 Tenth Avenue  
New York, NY 10019

QUEENS

LaGuardia Community College  
31-10 Thomson Avenue  
Long Island City, NY 11101

CUNY Law School  
65-21 Main Street  
Flushing, NY 11367

Queensborough Community College  
222-05 56 Ave. at Springfield Blvd.  
Bayside, NY 11364

Queens College  
65-30 Kissena Boulevard  
Flushing, NY 11367

STATEN ISLAND

The College of Staten Island  
2800 Victory Boulevard  
Staten Island, NY 10314

York College  
94-20 Guy Brewer Blvd.  
Jamaica, NY 11451
The City University of New York
Managerial Promotional Examination: Number 1032

PROMOTIONAL
ASSISTANT COLLEGE SECURITY DIRECTOR
Pay Levels consistent with the CUNY Managerial Pay Plan Include:
Level I: $42,393-$63,813
Level II: $46,247-$74,386
Level III: $57,807-$85,935

Filing Period:
December 1 through December 20, 1999 You may apply at the Personnel Office of any CUNY College; see address listing on last page. Filing closes at NOON on Monday, December 20, 1999.

Filing Fee:
The filing fee is $45. Your filing fee is payable only with a postal or bank money order or with a bank certified check, payable to The City University of New York or to CUNY. Personal checks will not be accepted! Your filing fee is not refundable. Do not file for this examination if you do not meet the eligibility requirements. Your filing fee will not be refunded if you are disqualified.

Scope of the Examination:
Managerial Qualifying Test: Applicant must have a permanent appointment with permanent status (completed probationary period) in the title Campus Public Safety Sergeant, or be on leave from such title after have achieved permanent status in it. The managerial qualifying test is a pass/fail examination.
Written Test: 100% of final ranked rating
Anticipated to be administered on Saturday, January 22, 2000. You must pass the written examination with a minimum score of 70 to be considered for appointment. If you have not passed the managerial qualifying test, you will be disqualified and will receive a fail in your written examination.
To be eligible to file for this promotional examination, applicants must be current CUNY employees who have a permanent appointment and have achieved permanent status (completed probation) in the title Campus Public Safety Sergeant (04846),
To be eligible to be appointed from the list to this title the applicant:
1. Must meet the minimum qualifications for the position which are:
A baccalaureate degree in Criminal Justice, Police Science or a closely related field and three (3) years of related experience, two (2) years of which must involve responsible administrative or supervisory experience. In addition to progressively responsible security experience in a College or University setting, examples of related experience are: equivalent military or law enforcement experience; equivalent security force service; or equivalent business/industrial experience; OR
A bachelor's degree and four (4) years of related experience as described in # 1 above; two (2) years of which must involve responsible administrative or supervisory experience; OR

An associates degree or 60 college credits and five years of related experience as described in # 1 above; two (2) years of which must involve responsible administrative or supervisory experience; OR

A high school diploma or GED, three (3) years of experience as a Campus Public Safety Sergeant (formerly CPO level III) and (4) additional years of related experience as described in #1 above;

NOTE: Military service and work experience must have been acquired within the past 10 years.

2. Must have a valid, current New York State driver’s license, New York City residency, and United States citizenship - required for ALL candidates.

3. Is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug tests, credit checks and driving record review.

Assistant College Security Director
General Statement of Duties and Responsibilities

General Statement of Duties and Responsibilities:
Reporting to the College Security Director at any of the CUNY colleges, with significant latitude, administers the day-to-day security and public safety operations, and implements and enforces all established safety and security policies and procedures at the college. Directs and oversees assigned staff; interacts with faculty, staff, students and local law enforcement; responds to all emergencies; and participates in planning and staffing security and public safety functions. Reporting to the University Security Director at the CUNY Central Office, performs duties of a CUNY-wide nature dealing with personnel, budget, and other matters affecting the University security and public safety functions. The incumbent may act on behalf of the Director in his absence when so delegated.

Typical Tasks:
Manages day to day operations, directing and prioritizing the work activities of all assigned personnel including contract guards assigned to that campus. Reviews post assignments; oversees deployment of personnel; reviews all daily incident reports; and conducts incident investigations and prepares written reports.

Supervises special events including the coordination with the New York Fire and Police Departments; prepares security, safety, crowd control, and emergency evacuation plans in consultation with appropriate college staff.

Participates in the planning process for all major activities on campus identifying the security and safety issues for projects such as building renovation, construction, contractors or vendors performing work, etc.

Oversees the conduct of roll calls and inspections and may supervise the Training Officer; reviews and provides input for the preparation of daily roll call training matters; in colleges where there is no designated Training Officer, may prepare and conduct staff training.

Supervises and monitors time and leave usage in accordance with college and University policy; verifies attendance, sick leave excuses and lateness; documents attendance violations; obtains approvals before allocating overtime; coordinates staffing for mobilizations; and assures that time charges are accurate and documented.

Prepares performance evaluations for review and approval by the Director, initiates disciplinary action when necessary, implements summary disciplinary penalties within guidelines with the approval of the Director. Oversees semi-annual complete uniform and equipment inspection and prepares applicable reports. Researches and gathers information
on new equipment, uniform items, vehicles, etc., prepares purchase requests and justifications to review and approval of the Director.

When assigned to the Central Office by University Personnel, this position will conduct: peace officer background investigations and prepare appropriate reports with disposition recommendations; draft security policy statements for review by the University Security Director and circulation to the CUNY Security Directors; administer various aspects of personnel management programs on a CUNY-wide basis including statutory and discretionary employee training and development activities; assist in the analysis, review, and utilization of confidential records, including those from the New York Police Department; assist in conducting college-wide or university-wide internal investigations of alleged officer misconduct or other investigations as directed by the University Security Director.

Participates in staffing and selection activities including hiring pools, examination administration, and the like. Assists the College or University Security Director; prepares reports; compiles and maintains crime statistics; and attends meetings as needed. When delegated, acts in the absence of the College or University Security Director, as applicable. Performs other duties as assigned.

NOTE:

This is a uniformed managerial title in the competitive class of the CUNY Managerial Service.

This title is subject to random drug testing as well as re-fingerprinting and reinvestigation every five years.

Within one year of appointment to this title, or sooner based on availability and satisfactory completion of mandated University training, a person appointed to this title must qualify for and obtain Peace Officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards. At the discretion of the College President, persons appointed to this title must, within one year of appointment to the title, receive New York State Division of Criminal Justice Services certified firearms training in accordance with New York Penal law, Article 35.

HOW TO APPLY

Beginning 9 A.M. on Wednesday, December 1, 1999, you may pick up and return the application, and the Training and Experience Examination Form at the Personnel Office of any CUNY College; see address listing on last page. These forms will not be sent by mail; nor are they available from the University Personnel Office. Applications must be submitted between December 1, 1999, and no later than NOON, December 20, 1999. You must present your filing fee and deliver or mail (POSTMARKED) your completed forms by the closing date, December 20, 1999. The application form must be signed by the candidate or the application will not be accepted. The fee must be paid at the time the application is submitted with a certified check or money order payable to The City University of New York. DO NOT SUBMIT CASH OR A PERSONAL CHECK. Please note that CUNY cannot accept responsibility for lost, stolen, or mis-directed mail. Late submissions of fees or applications will not be accepted and will result in disqualification.

Required Forms: Your application package must contain: Managerial Qualifying Forms, and filing fee.
THE EXAMINATION PROCESS

A. Written Test --- It is anticipated that the Written Test will be administered on Saturday, January 22, 2000. If you do not receive your admission letter by January 15, 2000, please call the Examinations Unit at The City University of New York at (212) 794-5599. Please do not call before January 15.

The written test is designed to test for knowledge, skills and abilities in the following areas:

1. Administrative Supervision
These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. Problems dealt with may involve, but not be limited to, such areas as: assigning work to and coordinating the activities of several units, establishing and developing staff development programs, evaluating the performance of subordinate supervisors and maintaining relationships with other organizational sections.

2. Administrative Techniques and Practices
These questions are designed to test for knowledge of the management techniques and practices used in directing or assisting in directing an organization or an organizational segment. Typical questions may include but not be restricted to: interpreting policies; making decisions based on the context of the position; coordinating programs; informing employees or the public; planning employee training; researching and evaluation.

3. Office Management
These questions will be designed to test for knowledge of the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving procedures, increasing office efficiency, improving the office environment and controlling office supplies.

4. Preparing Written Material
These questions test for the ability to present information clearly and accurately and to organize paragraphs logically and comprehensively. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order and then asked to choose from four suggestions the best order for the sentences.

Proof of Identity and Work Authorization --- In accordance with the Immigration Reform and Control Act of 1986, if appointed to CUNY you must be able to provide proof of identity and proof of the right to obtain employment in the United States.

Veteran's Credits --- Veteran's credits can be claimed only once within CUNY. If the applicant is eligible for veteran's credits as detailed below, and has not claimed them for a prior examination, you may do so for this exam if you so choose. To receive credit in this examination, applicants must have full-time active duty military service (not the military reserves, and not the national or state guards) in the armed forces of the United States with honorable discharge or separation between:

   June 22, 1950 to January 15, 1955 (Korean Conflict)
   June 1, 1983 to December 1, 1987 (Hostilities in Lebanon)
   October 23, 1983 to November 21, 1983 (Hostilities in Grenada)
   December 20, 1989 to January 31, 1990 (Hostilities in Panama)
   August 2, 1990, to end of hostilities --- not yet determined (Persian Gulf Conflict)
Probationary Period: Each position is subject to a one-year probationary period following appointment from the civil service eligible list.

Work Schedule: Certain positions in this title may be required to work shifts, and those assigned to day shifts may occasionally be required to work an evening, a night, or a weekend or holiday schedule in fulfillment of security department needs.

SPECIAL ARRANGEMENTS

Accommodations for this examination are available for certified disabled applicants. Applicants should submit their request for special accommodations by completing the Request for Accommodation Form. A physician, psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant’s disability must complete the indicated section of the Request for Accommodation Form. The accommodation request must be submitted with the applicant’s application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by January 15, 2000. Information regarding the applicant’s disability will be kept confidential.

For applicants unable to participate in the Written Test as scheduled because of their religious beliefs, a documented death in the immediate family, a hospitalization, military service, or a mandated court attendance, an alternate written test date will be scheduled. Applicants requesting an alternate written test date must provide documentation. Sabbath observers must submit a signed statement on letterhead from the applicant’s religious leader certifying to the applicant’s religious observance. Applicants requesting an alternate test date, except for applicants who are hospitalized or have had a death in their immediate family, must provide the University Personnel Office with advance notice as well as documentation explaining why they are requesting an alternate test date. All requests must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked within two weeks of the original notice to report to the Written Test.

NOTE: Since the written test component of this examination was developed by the New York State Division of Testing Services, if you have applied for any other civil service examinations to be given on the same test date, January 22, 2000, for employment within New York State or any other local jurisdiction within New York State, excluding New York City, you must make arrangements to take all the examinations at one test site. The request must be submitted with your application package by the close of the filing date, or must be mailed directly to the University Personnel Office, CUNY, Examinations Unit, 535 E. 80 Street, New York, NY 10021, postmarked by December 20, 2000.

OTHER

This examination is conducted pursuant to the Civil Service Rules and Regulations of The City University of New York.

CUNY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION AND ADA EMPLOYER
## THE BRONX

- **Bronx Community College**
  - W. 181 St. & University Ave.
  - The Bronx, NY 10453

- **Hostos Community College**
  - 500 Grand Concourse
  - The Bronx, NY 10451

- **Lehman College**
  - Bedford Park Blvd. West
  - The Bronx, NY 10468

## BROOKLYN

- **Brooklyn College**
  - Bedford Ave. & Ave. 'H'
  - Brooklyn, NY 11210

- **Medgar Evers College**
  - 1650 Bedford Avenue
  - Brooklyn, NY 11225

- **Kingsborough Community College**
  - 2001 Oriental Boulevard
  - Brooklyn, NY 11235

- **N.Y.C. Technical College**
  - 300 Jay Street
  - Brooklyn, NY 11201

## MANHATTAN

- **Baruch College**
  - 135 East 22 Street
  - New York, NY 10010

- **Borough of Manhattan Community College**
  - 199 Chambers Street
  - New York, NY 10007

- **Central Office/CUNY**
  - 535 East 80 Street
  - New York, NY 10021

- **City College**
  - Convent Ave. & 138 Street
  - New York, NY 10031

- **Hunter College**
  - 695 Park Avenue
  - New York, NY 10021

- **John Jay College**
  - 899 Tenth Avenue
  - New York, NY 10019

- **The Graduate School**
  - 365 Fifth Ave. at E. 34 Street
  - New York, NY 10016

### QUEENS

- **LaGuardia Community College**
  - 31-10 Thomson Avenue
  - Long Island City, NY 11101

- **CUNY Law School**
  - 65-21 Main Street
  - Flushing, NY 11367

- **Queensborough Community College**
  - 222-65 56 Ave. at Springfield Blvd.
  - Bayside, NY 11364

## STATEN ISLAND

- **The College of Staten Island**
  - 2800 Victory Boulevard
  - Staten Island, NY 10314
POSITION DESCRIPTION: Assistant College Security Director

CODE: 04980

DATE: R June 24, 1999

This is a uniformed managerial title in the competitive class of the CUNY Managerial Service.

General Statement of Duties and Responsibilities: Reporting to the College Security Director at any of the CUNY colleges, with significant latitude, administers the day-to-day security and public safety operations, and implements and enforces all established safety and security policies and procedures at the college. Directs and oversees assigned staff; interacts with faculty, staff, students and local law enforcement; responds to all emergencies; and participates in planning and staffing security and public safety functions. Reporting to the University Security Director at the CUNY Central Office, performs duties of a CUNY-wide nature dealing with personnel, budget, and other matters affecting the University security and public safety functions. The incumbent may act on behalf of the Director in his absence when so delegated.

TYPICAL TASKS:

• Manages day to day operations, directing and prioritizing the work activities of all assigned personnel including contract guards assigned to that campus. Reviews post assignments; oversees deployment of personnel; reviews all daily incident reports; and conducts incident investigations and prepares written reports.

• Supervises special events including the coordination with the New York Fire and Police Departments; prepares security, safety, crowd control, and emergency evacuation plans in consultation with appropriate college staff.

• Participates in the planning process for all major activities on campus identifying the security and safety issues for projects such as building renovation, construction, contractors or vendors performing work, etc.

• Oversees the conduct of roll calls and inspections and may supervise the Training Officer; reviews and provides input for the preparation of daily roll call training matters; in colleges where there is no designated Training Officer, may prepare and conduct staff training.
- Supervises and monitors time and leave usage in accordance with college and University policy; verifies attendance, sick leave excuses and lateness; documents attendance violations; obtains approvals before allocating overtime; coordinates staffing for mobilizations; and assures that time charges are accurate and documented.

- Prepares performance evaluations for review and approval by the Director, initiates disciplinary action when necessary, implements summary disciplinary penalties within guidelines with the approval of the Director.

- Oversees semi-annual complete uniform and equipment inspection and prepares applicable reports.

- Researches and gathers information on new equipment, uniform items, vehicles, etc., prepares purchase requests and justifications for review and approval of the Director.

- When assigned to the Central Office by University Personnel, this position will conduct peace officer background investigations and prepare appropriate reports with disposition recommendations; draft security policy statements for review by the University Security Director and circulation to the CUNY Security Directors; administer various aspects of personnel management programs on a CUNY-wide basis including statutory and discretionary employee training and development activities; assist in the analysis, review, and utilization of confidential records, including those from the New York Police Department; assist in conducting college-wide or university-wide internal investigations of alleged officer misconduct or other investigations as directed by the University Security Director.

- Participates in staffing and selection activities including hiring pools, examination administration, and the like.

- Assists the College or University Security Director; prepares reports; compiles and maintains crime statistics; and attends meetings as needed.

- When delegated, acts in the absence of the College or University Security Director, as applicable.

- Performs other duties as assigned.
**Minimum Qualifications:**

1. A baccalaureate degree in Criminal Justice, Police Science or a closely related field and three (3) years of related experience, two (2) years of which must involve responsible administrative or supervisory experience. In addition to progressively responsible security experience in a College or University setting, examples of related experience are: equivalent military or law enforcement experience; equivalent security force service; or equivalent business/industrial experience; OR

2. A baccalaureate degree and four (4) years of related experience as described in #1 above, two (2) years of which must involve responsible administrative or supervisory experience; OR

3. An Associates degree or 60 college credits and five years of related experience as described in #1 above, two (2) years of which must involve responsible administrative or supervisory experience; OR

4. A high school diploma or GED, three (3) years of experience as a Campus Public Safety Sergeant (formerly CPO level III) and (4) additional years of related experience as described in #1 above.

5. A valid, current New York State driver’s license, New York City residency, and United States citizenship - required for ALL candidates.

**NOTE:** This title is subject to a satisfactory background investigation, which may include but is not limited to criminal history review, drug tests, credit checks, driving record review, work history verification and reference checks. This title is subject to random drug testing as well as re-fingerprinting and reinvestigation every five years.

**Further Note:** Within one year of appointment to this title, or sooner based on availability and satisfactory completion of mandated University training, a person appointed to this title must qualify for and obtain Peace Officer status in accordance with the requirements of the New York State Division of Criminal Justice Services, Bureau of Municipal Police Standards. At the discretion of the College President, persons appointed to this title must, within one year of appointment to the title, receive New York State Division of Criminal Justice Services certified firearms training in accordance with New York Penal law, Article 35.

**Promotion From:** Campus Public Safety Sergeant (04846)  
**Promotion To:** None