



EXAMINATION NOTICE

The City University of New York Announces
An Open Competitive Civil Service Examination for:

Campus Security Assistant

(Exam #1082)

Continuous Recruitment

Salary Schedule:

CURRENT CUNY Employees	New Hires
Upon entry: \$24,035	Upon entry: \$21,270
After 18 months of service: \$27,118	After 18 months of service: \$23,998
Note: After 12 months of service, all employees are entitled a tuition benefit for up to six (6) undergraduate credits or three (3) graduate credits per semester.	

Filing Period Opens: Monday, May 1, 2006

Filing Period Closes: Friday, May 26, 2006 – Applications must be received by (not postmarked by) 5:00 PM (Eastern) on this date.

Filing Fee: A \$30 filing fee is required to enter the selection process. All applicants must pay the filing fee; the filing fee will not be waived under any circumstance.

Description of the Job

In accordance with the policies of The City University of New York and the individual colleges, incumbents in this title perform duties relating to campus Public Safety and security, while under supervision. Primary work activities for this title include two categories: Post Duties and Administrative Duties.

Post Duties

(A roving patrol may be considered a post.)

- Act as a First Responder, responding to alarms and calls for service.
- Observe campus activities, reporting suspicious behavior and other incidents to Central Dispatch and/or a ranking officer within Public Safety.
- Enforce college rules and regulations as specified in departmental standard operating procedures.
- Check IDs and parking decals (where applicable) of students, faculty, staff, and visitors, in accordance to college campus access policy.
- Answer department telephone lines, including emergency calls.
- Provide travel directions to college and to college campus buildings, offices, and services.
- Accept items to the campus Lost & Found.

Administrative Duties

- Maintain a personal record (memo book) of daily job activities and incidents, as they occur in the prescribed manner of the Campus Public Safety Director.
- When assigned, alertly monitor the campus CCTV system to surveil the premises.
- Perform assigned Fire Safety duties, including acting as a Fire Warden or Fire Guard during fire drills, emergencies, and other building evacuations.
- Act as the central dispatcher, when assigned.
- When assigned, maintain post and tour logs, guaranteeing that logs are kept current and entries are up-to-date.
- Maintain radio contact.

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The Selection Process

The general steps in the selection process are as follows:

- Step 1. Complete the application process via Exams Xpress or use the downloaded application packet that may be retrieved from the University website: www.cuny.edu (click on **Jobs at CUNY**, then **Civil Service Exams**). **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.** Access the Exams Xpress system from this page and the forms download area will be visible. Return or mail the completed packet to CPS Human Resource Services, Attn: Campus Security Assistant Exam (CUNY), 241 Lathrop Way, Sacramento, CA 95815. **Do not return your paper application packet to a CUNY college or any CUNY office.**
- Step 2. Meet the minimum qualifications for appointment to the title (see the next section).
- Step 3. Pass the Work Experience Test.
- Step 4. After passing the examination, you may view your score in the Exams Xpress system once your final banded score has been calculated.
- Step 5. A CUNY Certified List of Eligibles will be established for the title.
- Step 6. If qualified, you may be invited for an interview by a college.

You must meet the minimum qualifications for the title. If you do not meet the minimum qualifications for this title, you will be disqualified from the selection process; if you have already been appointed, you will be terminated from employment.

Your final banded score will be determined by the grade you receive on the Training and Work Experience Test and the veteran preference credit/legacy credits you receive, if any. Your final banded score will determine the order in which you are certified from the eligible list for vacancies that come up. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

The civil service certified list of eligibles resulting from the OPEN COMPETITIVE examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City.

How to Qualify for Appointment to the Campus Security Assistant Title

General Instructions:

By the close of the filing period (Friday, May 26, 2006), you must:

1. Accurately complete all of the information requested of you by the Exams Xpress system;
Note: It is your responsibility to update your point of contact information in your Exams Xpress account if you change your name, address, telephone number, or email address. CUNY will not be able to locate you if you do not inform us of your new name, address, telephone number, or e-mail address.
2. Attest to the accuracy of the information you provided at the end of your application process session;
3. Attest to your understanding that cheating, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process;
4. If you filled out the downloaded application packet, return or mail the completed paper-based packet to CPS Human Resource Services, ATTN: Campus Security Assistant Exam (CUNY), 241 Lathrop Way, Sacramento, CA 95815. **Do not return your paper application packet to a CUNY college or to a CUNY office. Applications must be received (not postmarked) by the closing date of May 26, 2006.**
5. Pay the non-refundable filing fee of \$30 via credit/debit card or ensure delivery of your filing fee postal or bank money order (no personal checks accepted) to CPS Human Resource Services, ATTN: Campus Security Assistant Exam (CUNY), 241 Lathrop Way, Sacramento, CA 95815;
6. Pass the minimum qualifications evaluation;
7. Pass the Work Experience Test (part of the minimum qualifications); and
8. Submit all supporting documentation of your claims of veterans' preference credit or legacy credit.

Filing Fee:

Submission of the fee will not be accepted after the close of the filing period. **You must pay the filing fee.** You may file your fee within the Exams Xpress system via credit/debit card on a 128-bit encryption secure platform. If you choose not to file your fee online, you must file your fee with a postal or bank money order or certified check made payable to *The City University of New York* or *CUNY in care of CPS* (See Step 5 above). The filing fee will not be waived or refunded under any circumstances. **We cannot accept personal checks.**

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Specific Qualifications:

By the close of the filing period (Friday, May 26, 2006), you must:

1. Have a total of 1 year full-time work experience **OR** 1 year U.S. Military service.
Note: CUNY considers full-time work to be 40 hours per week.
2. Be a United States Citizen or have Permanent Resident Status.
3. Have a High School Diploma or GED.
4. Have a valid New York State Driver's License.
5. Have a valid New York State Security Guard License.
6. Be proficient in the English language; candidates must be able to speak, read, write, and comprehend the English Language well enough to meet minimally acceptable performance standards set for the job tasks. English proficiency will be evaluated at the time of interview.

Note: Proof of meeting the above requirements is necessary before the close of a Civil Service examination filing period. You will be asked to provide proof of having met these requirements by the close of the filing period. New York City residency is not required for employment in this title.

Before being appointed unconditionally, you must:

1. Meet the physical, medical, and psychological requirements as defined in University examination standards. You must successfully undergo a screen for drug usage and you will be required to demonstrate a physical readiness for the performance of the tasks of the job.
2. You must undergo a background check, including a fingerprint screening and verification of your education and work history.

Note: Employees are expected to continue to meet the above minimum qualifications as a condition of continued employment.

License Qualifications:

Before the close of the examination filing period (Friday, May 26, 2006), all applicants **MUST** possess a valid New York State Security Guard License and a valid Driver License from any state or territory of the United States of America; **applicants must provide specific information about each of these licenses in their application packets.** These licenses must also be maintained as a requirement of continued employment.

Continued employment as a Campus Security Assistant is contingent upon the satisfactory completion, following assignment or appointment, of such training courses or programs as may be prescribed by the Vice Chancellor for Faculty and Staff Relations, and/or the University Director of Public Safety and as are required in order to comply with New York State Security Guard Licensing rules and regulations. All Campus Security Assistants are subject to random drug screening.

The Training and Work Experience Test (100% of Final Ranked Rating)

The Work Experience Test will determine your final score. The test asks you about specific work activities you may have performed during your career. You will be asked to assess your level of experience performing each activity and to assign a rating for each activity. It is critical that you be as accurate in your assessment as possible. Your ratings will be reviewed during and prior to your interview. If it is found that you over-inflated your ratings, you will be disqualified from the examination process. All passing scores will be banded.

The examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules, and regulations dealing with the preparation of examinations will apply to this examination

Release of Test Scores below 70. Per University regulations, the University does not release raw scores of test components once it has been determined that an applicant failed or has failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."

Claiming Veterans Preference Credit

If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated between:

- December 7, 1941 to December 31, 1946 (World War II)
- June 27, 1950 to January 31, 1955 (Korean Conflict)

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- 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

OR in the U.S. Public Health Service between:

- June 26, 1950 to July 3, 1952
- July 29, 1945 to September 2, 1945

Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the Exams Xpress application process. You must also download and complete the accessible form and submit it to CPS Human Resource Services, ATTN: Campus Security Assistant Exam (CUNY), 241 Lathrop Way, Sacramento, CA 95815. If applying using the downloaded form process, you must complete and submit the downloadable form to CPS Human Resource Services, ATTN: Campus Security Assistant Exam (CUNY), 241 Lathrop Way, Sacramento, CA 95815 by the close of the filing period. Regardless of method of application, if you indicate that you wish to be considered for the additional credit, you must submit proof of your eligibility any time between the dates of your application for the examination and the day before the establishment of the resulting eligible list. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentary proof indicating that the service was in time of war as indicated above, and that the test-taker received an honorable discharge or was released under honorable conditions in order to be certified at a score including the veteran credit.

Effective January 1, 1998, the State Constitution was amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.

Claiming Legacy Credit (For Open Competitive Examinations Only)

If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points being added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.

1. For Parent Legacy Credit:

A candidate shall qualify for Parent Legacy Credit if his or her parent was killed in the line of duty as a firefighter or police officer in the service of New York City.

2. For Sibling Legacy Credit:

A candidate shall qualify for Sibling Legacy Credit if his or her sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001 World Trade Center attack or as a result of the rescue effort that took place in response of the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application via the Exams Xpress system, but **must** be requested no later than the day before the eligible list is established. If a candidate requests Legacy Credit after an application for an exam has been submitted, the candidate must appear in person or write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. The letter must be addressed to CPS Human Resource Services, ATTN: Campus Security Assistant Exam (CUNY), 241 Lathrop Way, Sacramento, CA 95815. Claims for Legacy Credit cannot be made once the eligible list is established. All candidates making such claims will be required to present to CPS Human Resource Services, **prior to eligible list establishment**, documentation verifying their claim. All claims for Parent or Sibling Legacy Credit will be investigated.

Appropriate supporting documentation is:

- Supporting documentation establishing the deceased's qualifying service must be from an official state or local agency or department such as:
 - a. NYS Policemen's or NYS Firemen's Retirement System
 - b. NYS Worker's Compensation Board
 - c. NY City Police Department
 - d. NY City Fire Department
 - e. NY City Board of Estimate

Note: Volunteer firefighters should contact The City University of New York, Civil Service Examinations Unit, as the required documentation will be different.

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1. Establishing proof of relationship eligibility can be satisfied through the following documents:
 - a. Birth certificate
 - b. Certificate of adoption
 - c. Baptismal certificate
 - d. Tax return or other government issued documentary proof to establish "child" status

Definitions:

To qualify for the Legacy Credit please note the following requirements:

1. Police or Fire service is defined as:
 - Service performed as an officer or member of an organized police force or department of any county, city, town, village, police district, authority, or other participating employer.
 - Service performed as an officer or member of an organized fire department of any county, city, town, village, or fire district or other employer.
 - Service as an active volunteer member of a fire company at the time of his or her death.

Note: Auxiliary police are defined as peace officers and are not eligible for Legacy Credit at this time.

2. Death occurred in the line of duty is defined as:
 - Having died as the natural and proximate result of an accident sustained in the performance of duty in the service;
 - Did not cause such accident by his own willful negligence; and
 - At the time of such accident was actually a member of the policemen's or firemen's retirement system.

Note: Volunteer firefighters should contact The City University of New York Civil Service Examinations Unit, as the eligibility for Legacy Credits is different.

3. Child is defined as a son or daughter of any age, usually including one formally adopted. A child may also be defined as a stepchild, a child born out of wedlock who is dependent upon the deceased, a person for whom one stands *in loco parentis*. Determinations for Legacy Credit eligibility will be made on a case-by-case basis.

Note on Legacy Credit Usage:

1. **You may use Legacy Credit only once for appointment from a City, State, or County open-competitive civil service eligible list from a jurisdiction within the State of New York.**
2. **Legacy Credit will be added only to the final score of those candidates who pass all parts of the open-competitive examination.**

Appointment Information

Eligible Lists -- Once you pass the examination, your name will remain on the certified list of eligibles for up to two years during which time you may be appointed to a probable permanent position in the University.

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 identify and proof of the right to obtain employment in the United States within three days of your first day of work.

Probationary Period -- Each position is subject to a one-year probationary period following appointment from the CUNY civil service certified list of eligibles, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations.

English Requirement -- You must be able to read, understand, and be understood in English. Qualifying English written and oral exams may be given to you if, in the opinion of the college appointing officer, you may not meet this requirement.

Fingerprinting -- If you are selected for employment, you must be fingerprinted by The City University of New York. You will be informed where to report and the fee that you must bring (currently \$75, imposed by the State of New York).

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Background Investigation – The University will investigate your background thoroughly. If we discover cheating, ethical breaches, or material facts about you that call into question your qualifications for the title, we will disqualify you. If you already have been appointed or placed on a certified list, we will terminate your employment or remove you from the list.

Advancement Opportunities – Campus Security Assistants may be eligible to file for the Promotional Campus Peace Officer Examination.

Notice to Retirees – For this title, CUNY is not able to obtain a waiver to appoint retirees whose public service employment was with New York State or its political subdivisions including the City of New York.

Other

Applicants or their representatives may call CPS Human Resource Services toll free at 866-864-1072, extension 3245 for further information regarding this examination.

END

Performs crowd control duties as directed by a campus peace officer.
Checks parking permit decals as appropriate at certain campuses.

Performs key lock duties of various offices, laboratories, classrooms, et al., locking and unlocking such areas as instructed; also, verifies the secure closure of various buildings, as required.

Contacts campus peace officers, if appropriate, in situations that may warrant the summoning of outside assistance, e.g., fire, ambulance, police, etc.

Participates, as required, in First Aid/CPR training programs.

Contacts campus peace officers, as necessary, when unsafe or hazardous conditions are observed on campus.

Maintains CPR/First Aid certification through programs provided by the college or University and, unless exempted from these requirements under guidelines of the University Public Safety Director, administers CPR or First Aid as deemed necessary or advisable, under the direction of a trained supervisor.

Prepares reports and maintains appropriate logs of activities and incidents, as directed.

QUALIFICATION REQUIREMENTS:

Applicants must meet physical, medical, and psychological requirements as defined in University examination standards. Applicants must successfully undergo a drug screening test.

Applicants must be able to speak, read, write, and understand English.

Applicants must possess a current, valid driver license issued by their state of residence.

A record of conviction(s) for offense(s) indicating lack of good moral character or a disposition toward violence or disorder, or a disrespect for the law, may be cause for disqualification; pursuant to University policy, a felony conviction, even as a youthful offender resulting in sealed records, will disqualify an applicant.

Applicants must possess a high school diploma, or GED, AND one year of continuous work experience.

Two years of continuous active duty military service in the armed forces of the United States with an honorable separation or discharge may be substituted for the required one year of continuous civilian work experience.

NOTE: Continuing CUNY employment in this title is contingent upon the satisfactory completion, following assignment or appointment, of such in-service training courses or programs as may be prescribed.

DIRECT LINES OF PROMOTION:

FROM:	To:
None	Campus Peace Officer Level I (To be appointed, must meet all the minimum requirements for the title.)

PROPOSED SALARY RANGE:

From \$19,500 to \$22,000 annually.

Step I - \$19,500 annually (flat rate), or \$9.34 an hour.

Step II - \$20,500 annually (flat rate), after 1 year of service for full-time employees; or \$9.82 an hour, after 2088 hours of service for part-time employees.

Step III - \$22,000 annually (flat rate) may be assigned to Step III at the completion of 18 months of full-time service and satisfactory or better evaluations.