



EXAMINATION NOTICE

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

Campus Peace Officer Exam # 2060

Filing Period Opens:	Wednesday, January 29, 2020
Filing Period Closes:	<p>This is a continuous recruitment position. Completed applications, including payment of filing fee, must be received (not just postmarked) by the quarterly deadline for filing of the date that you plan to take the online written exam.</p> <p>Calendar year 2020 quarterly deadline for filing are (all are by 5:00 pm Eastern Time):</p> <p>February 28, 2020 May 29, 2020 August 28, 2020 November 6, 2020</p>
Written Test Dates:	<p>You will be given an online exam. Calendar year 2020 online testing will be held during the following dates:</p> <p>March 17 – 31, 2020 June 16 – 30, 2020 September 15 – 29, 2020 December 1 - 15, 2020</p> <p>You will select your test date and time using an online scheduling system, as explained in the Examination Process section below. You will take the exam using your own computer equipment and Internet connection.</p> <p>You may take the exam only one time during a two-year period (24 months from your test date). If qualified, you will remain on the eligibility list for a two-year period.</p>
Filing Fee:	\$47 , unless waiver granted, see application process section.
Salary:	New Hires: \$33,825
<p>Benefits: New York City Health Benefits, New York City Employees' Retirement System (NYCERS) Membership, IBT Local 237 Welfare Fund Benefits, and CUNY Tuition Waiver. All benefits subject to limitations and collective bargaining agreement.</p>	

Description of the Job

In accordance with the policies of The City University of New York and individual colleges or units, and under supervision, incumbents perform appropriate regulatory and enforcement duties supporting campus/location public safety and security in conformity with all University policies and New York State law relevant to New York State Peace Officer status.

Minimum Qualifications

In order to qualify to take the exam, at the time of application, a candidate must have:

A High School Diploma or GED from an accredited institution and two (2) years of full-time work experience (full time work experience is considered 35 hours or more per week)

OR

Successful completion of 60 college semester credits from a regionally accredited college or university with at least a 2.0 cumulative index or its equivalent.

Fluency in English (must be able to speak, read, write & understand English well enough to perform the duties of the position); proficiency will be evaluated at the time of interview.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified", your application fee will not be refunded, and you will not receive a score.

In addition, in order to qualify for New York State Peace Officer status, which is required for this position, a candidate must:

- Be at least 21 years of age; and
- Be a United States citizen; and
- Be a resident of New York State; and
- Have a current, valid New York State Driver's License.

Individuals meeting the above requirements must take and pass the written exam to qualify for selection. Candidates who pass the written exam must also pass a physical agility test, a medical screening including a drug test, psychological screening and a background investigation, including a fingerprint check, before appointment.

Job Duties - Description of the Job

In accordance with the policies of The City University of New York and individual colleges, and under supervision, incumbents perform duties supporting campus/location public safety and security.

General Work Tasks:

This position has 2 assignment levels. Level 2 is based solely upon specific duties and is not considered a permanent assignment.

Level 1 Tasks:

Community Policing

Respond to alarms and calls for service and all medical emergencies from the college community.
Enforce college rules and regulations as specified in Standard Operating Procedures. Maintain a personal record (memo book) of daily job activities and incidents.
Maintain radio contact with the Department's Central Dispatch.
Provide customer service by enthusiastically providing information and services. Assist with crowd control.

Law Enforcement

When assigned, maintain post and tour logs, ensuring that logs are kept current. Write complete, accurate, and timely reports to record campus incidents.
Escort students, college VIPs, visiting dignitaries, and others on foot and/or by driving respond to and investigate crimes in accordance with all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

Administrative Duties

Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc.).
Make arrests, perform arrest processing, including warrant checks, voucher evidence according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
Help monitor the performance of Campus Security Assistants and Security Guards.
When assigned, carefully monitor the premises through the campus CCTV system.
Perform assigned Fire Safety duties, including acting as a Fire Warden, and/or Fire Director during fire drills, emergencies, and other building evacuations.
Inventory Public Safety equipment.

Access Control Check IDs and parking passes/decals in accordance with the College's access policy. Provide access to rooms and locations, after receiving the proper authorizations. Accept and voucher items into the campus Lost & Found.

Patrol Act as a First Responder to alarms and calls for service. Conduct patrols of campus premises on foot, by driving marked, unmarked, and cart vehicles. Control the flow of vehicle and pedestrian traffic on campus property. Upon volunteering for and being selected, incumbents serve as members of special patrols, such as Bike, Canine, and S.A.F.E. Team Patrol Units.

Level 2 Tasks:

In addition to all Level 1 tasks, Campus Peace Officers assigned to Level 2 duties will perform the following

Administrative Act in the capacity of shift supervisor during the temporary absence of the Public Safety Sergeant. Act as Fire Safety Director in assigned building during inspections, emergencies, evacuations and any other circumstance where the Fire Safety Director is required. Assist Public Safety Sergeants in monitoring the performance of Level 1 Campus Peace Officers.

Training May assist with campus specific training.

***NOTE: FOR SOME ASSIGNMENTS, THE POSSESSION OF A CERTIFICATE OF FITNESS (F-58) ISSUED BY THE NEW YORK CITY FIRE DEPARTMENT WILL BE REQUIRED.**

Job Characteristics

Required Skills: Incumbents must be skilled in:

- Judgment – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Observational skills – Being aware of your physical environment as well as the actions of others around you, in order assist in taking most appropriate actions.
- Dispute resolution – Bringing others together and trying to reconcile differences.
- Customer service skills – Exhibiting accessibility, knowledge and courteousness when dealing with members of the public.
- Interviewing skills - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Organization skills - Shifting back and forth between multiple activities or sources of information in an efficient and logical manner (such as speech, sounds, touch, or other sources).
- Telephone skills - Communicate information and ideas by phone so others will understand.

Abilities: Incumbents must have the ability to:

- Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; must be able to stand for extended periods of time.
- Lift a 40-pound box (which might contain evidence, papers, receipt receipts, etc.) without assistance.
- Know their location in relation to the environment and know where other objects are in relation to themselves.
- Understand and follow directives issued in person, via radio, or in writing.
- Properly assert themselves by speaking with confidence and clarity to convey messages in a precise and professional manner.
- See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).
- Follow orders and take direction both verbally and in writing.
- Listen and understand information and ideas presented verbally.
- Communicate information and ideas in writing so others will understand.
- Read and understand information and ideas presented in writing.
- Communicate information and ideas in speaking so others will understand.

Other Work Characteristics:

Work must often be performed in crowded public areas.

A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required.

There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.

Campus Peace Officers must be exact or accurate in the performance of their work.

Often Campus Peace Officers face conflict situations and physical injury is possible.

Peacekeeping is often stressful work that requires Campus Peace Officers to make decisions and function under difficulty.

Decisions directly impact the health and safety of the college community.

Application Process

Although this is a continuous recruitment position, a batch of applications will be pulled and reviewed quarterly on the following schedule:

QUARTERLY DEADLINE FOR FILING (all at 5:00 pm Eastern Time)	TESTING WINDOW
February 28, 2020	March 17 – 31, 2020
May 29, 2020	June 16 – 30, 2020
August 28, 2020	September 15 – 29, 2020
November 6, 2020	December 1 - 15, 2020

Applicants meeting all requirements at that time will be invited to the written exam online testing window. By the date of your application you must:

1. Meet the minimum qualifications (see page 2).
2. Have a copy of your high school diploma or GED sent directly to CPS HR by the close of the quarterly deadline for filing. All scores will be conditional upon receipt and review of this document. All required documents must be received by CPS HR (NOT postmarked) by the quarterly deadline for filing. **Please fax the diploma/GED to: 916-561-7230 or e-mail to cunysupport@cpshr.us.**
3. Complete the entire application either online or on paper. The application website is <https://cuny.cpshr.us> or www.cuny.edu.

At www.cuny.edu click on "Employment," then "Classified Civil Service," then "Upcoming Civil Service Exams," and then "Campus Peace Officer #2060" for the exam notice or click on the EXAMS XPRESS link at the top of the page.

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED; DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.

Otherwise, please mail payments and completed paper applications to:

**CPS HR Consulting, ATTN: CPO 2060
2450 Del Paso Road, Suite 160
Sacramento, CA 95834**

4. As a part of the application, you must attest to your understanding that cheating, misrepresenting your qualifications, applying under multiple Social Security Numbers, or other ethical breaches will result in disqualification from the exam process.
5. Pay the non-refundable filing fee of \$47, via credit/debit card or U.S. Postal or bank money order, or certified check (made payable to *The City University of New York*) or complete the Fee Waiver Request. No personal checks will be accepted. The filing fee will not be refunded if you fail this examination.
6. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a waiver, you must have a *demonstrable* financial hardship and complete the "*Application Fee Waiver Request and Certification Form*". Your waiver request form and supporting documents must be submitted along with your application.
7. Applicants must select, at the time of application, which of the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the (5) boroughs MAY be created. Names will be placed only on the eligible lists for the borough or boroughs selected. When the eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will

remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the candidate's address on the application.

8. Demonstrate English language proficiency: ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for this job. English proficiency will be evaluated at the time of interview.

Accommodations

1. **Disabilities:** Accommodations for the online written test are available for persons with a verified disability. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant's impairment must complete the indicated section of the form. Information regarding applicant's disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing. Applicants or their representative must download a "Request for Accommodation" form from the website (<https://cuny.cpshr.us/>), complete it, and send it with suitable documentation to the address listed previously by the close of the filing period.
2. **Religious Observances:** You may sign up for any available testing session for the online exam that meets your schedule and religious practices. If the only available testing sessions fall on a day of the week on which you are unable to participate due to a sincerely-held practice of your religious beliefs, you may submit a Request for Accommodations to the address listed previously in a signed statement on letterhead from the applicant's religious leader certifying to your religious observance to sit for the written test on an alternate examination date.
3. **Emergency Situations:** Emergencies that will not permit you to attend your scheduled written test are death in the immediate family; unforeseen hospitalization; military service activation; or mandated court attendance. These must be documented in advance except for hospitalization or a death in the family. An alternative examination date, if warranted, may be scheduled for you. If a reschedule is needed, you must contact CPS HR immediately. Verifiable documentation is required. You may contact CPS HR Consulting at 866.864.1072 Option 5. A determination will be made if you will be scheduled for an alternate test date.

Examination Process - The Written Test (100% of Final Ranked Rating)

1. **Exam date:** The written test will be administered at various times during the dates listed at the top of this Examination Notice. You will select the date and time of your written exam based on an online scheduling system, to which a link will be provided via e-mail shortly after the quarterly deadline for filing. **You will have the option to change your selected test date up to 72 hours in advance of the last testing session offered that quarter.** The exam itself is 2.5 hours but please set aside more time to sign in, verify your identity, etc.
2. The examination will be administered online via computer and proctored using remote proctoring services. You will be required to schedule your online examination session with our partner, **ProctorU**, using a personalized invitation e-mailed to you from help@proctoru.com shortly after the quarterly deadline for filing. **You must schedule your online exam at least 72 hours in advance of your desired testing time frame.** You must present a valid or current government-issued photo ID to be admitted into the online examination session.
3. All candidates are required to test alone in a quiet, distraction-free area of their choice using their own reliable computer with a high-speed internet connection, a microphone, a webcam, and a Windows or Apple operating system. **You must use Google Chrome or Mozilla Firefox as your browser for this testing session.** Using a networked computer system (such as one at a typical workplace) will require more steps to connect to the proctoring service and will be dependent on your permissions to access certain websites by your employer. It is recommended that you use your own personal equipment. You may visit <https://www.proctoru.com/live-plus-resource-center>

prior to your scheduled test date to test your equipment. Remember, any accommodation requests must be made in advance (see the “Accommodations” section above regarding these requests).

4. If you do not have the required equipment, please **e-mail CPS HR at cunysupport@cpsr.us** to make arrangements within three days of receipt of your invitation to schedule the online exam session.
5. Calculators, cell phones, smart watches, or other electronic devices will not be permitted.
6. The online written test will determine your score. The minimum passing final score is 70. All passing scores will be banded.
7. **Subject of Examination:** This examination consists of a multiple-choice assessment of relevant knowledge, skills, and abilities and will comprise 100% of final ranked scores. The written test may consist of questions that evaluate applicants’ knowledge/skills/abilities of the following potential content areas:
 - Observation and Memory** - Obtaining facts and information through observation; attention to details in visual information; information recall.
 - Written Communication** - Knowledge of correct English grammar, punctuation, and spelling; knowledge of appropriate and required vocabulary; clear and accurate written communication; review and editing of written documents; combining multiple sources of information.
 - Reading Comprehension** - Comprehension of written information; extraction of detailed information from written materials.
 - Interpreting Diagrams and Forms** - Reading and interpreting maps, diagrams, floor plans, blueprints, charts, graphs, and/or tables.
 - Analytical Ability** - Analyzing and processing multi-sourced information to make decisions; organizing and structuring of data and information; application of rules and guidelines to arrive at a conclusion or solve a problem; application of inductive and deductive reasoning principles; information classification and sorting; evaluation of the effectiveness of a course of action; foreseeing outcomes of different courses of action.
 - Interpersonal Relations** - Dealing tactfully with individuals and groups; creating and maintaining working relationships with individuals and groups; dealing effectively with individuals; maintaining a professional demeanor when interacting with individuals; knowledge of effective customer service principles.

After the Exam

1. A CUNY Civil Service list of eligible candidates will be established, and candidates will be notified of their scores. Lists are established for one year and may be extended to up to three additional years. Each candidate’s final banded score will be determined by the Written Exam Score and any veteran’s preference and /or legacy credits awarded (see pages 8 and 9). The final banded score will determine the order in which candidates are certified from the eligible list for vacancies. CUNY’s active civil service lists may be viewed online at: <http://portal.cuny.edu/cms/id/cuny/documents/jobposting/JobPostingEligibleList/EligibleListT OC.htm>
2. The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in the order of their final banded score and the 5th digit of their social security number. 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.
3. If a candidate is selected for employment, he/she will be given a conditional offer of employment, outlining that he or she must successfully undergo pre-employment screening including a physical agility test, a medical screening including a drug test, psychological screening and a background investigation, including a fingerprint screening, criminal history review, verification of education, licenses and work history before appointment. Candidates are required to pay the fees for fingerprinting. The physical agility test includes, but is not limited to, running 300 yards in 80 seconds or less, running down and climbing back up 3 flights of stairs in 45 seconds or less, and dragging 50 pounds a distance of 50 feet in 8 seconds or less.

Candidates must be eligible to obtain New York State Peace Officer status in order to be appointed. A conviction record will not necessarily disqualify you from the position for which you are applying. Each record will be reviewed in accordance with guidelines established by the University and in accordance with New York State Law. Failure to tell the truth will, when discovered, automatically result in your elimination from consideration or your termination if you have been selected.

4. Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.
5. Continued employment as a Campus Peace Officer is contingent upon the satisfactory completion of training courses / programs prescribed by the Vice Chancellor for Human Resources, and/or the University Director of Public Safety.

Notes:

- A. Release of Test Scores Below 70. Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."
- B. Please note that because the City University of New York (CUNY) is a separate employer, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority and time and leave accruals is his/her date of appointment to CUNY. New York City residency is not required for employment in this title.
- C. Email is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@cuny.edu or mailed to OHRM, Civil Service Support, 395 Hudson Street, New York, NY 10014. NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.
- D. All candidates must meet the minimum qualifications at the time of application. A candidate who does not meet the minimum qualifications for this title will be disqualified. Candidates who have already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification.
- E. Eligibility for employment: All candidates must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act. Proof of meeting the above requirements is necessary at the time of application. You will be asked to provide proof of having met these requirements.
- F. It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/ disabled veteran / legacy credit, or foreign education or requests for fee waiver, disability accommodation during the written test or an alternate written test date.
- G. Candidates' education and work history will be verified. When candidates who completed college coursework outside of the United States and that coursework is required to qualify for an examination (for example, a minimum number of college credits), they must have the higher education coursework evaluated at their own expense to determine its equivalence to higher education coursework completed within the United States. Agencies that are certified to make this evaluation are listed on the "Foreign Education Fact Sheet". It can be downloaded from the website <https://cuny.cpshr.us>. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 30 days after the close of the filing

period to: CPS HR Consulting, ATTN: CUNY CPO Exam #2060 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.

- H. Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 212 of New York State Retirement and Social Security Law. The annual earnings limitation is currently \$35,000 per year.
- I. Appeals: Stage I Appeal of Test Results or Disqualification - Candidates may file a "Stage I" appeal of certain aspects of an examination. The candidate must provide supporting evidence for reason(s) for appealing. Please see the CUNY website for more information on appeals: <http://www.cuny.edu/employment/civil-service/appeal-procedure.html>
- J. More information about civil service at The City University of New York is available on our website at: <http://www.cuny.edu/employment/civil-service.html>

Veteran and Legacy Credit

- A. Veteran's Credit - If you pass this examination, you may be eligible for the veteran's preference credit if you are currently a New York State resident and have had 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. 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 electronic application process, download the form, and complete it. Effective January 1, 1998, the NY 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.
- B. Legacy Credit - If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points 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.
 - a. For Parent Legacy Credit: if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
 - b. For Sibling Legacy Credit: if candidate's 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 to 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 but must be requested no later than the day before the eligible list is established.

If a candidate requests Legacy Credit after an application has been submitted, the candidate must 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. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS HR Consulting Services, prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to: CPS HR Consulting, **ATTN: CPO Exam #2060**, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.

Note on Legacy Credit Usage: 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. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

- C. You must submit all supporting documentation of your claims of veteran's preference credit or legacy credit eligibility before the establishment of the eligible list. Veteran and Legacy credit forms are available at: <https://cuny.cpshr.us>. No credit may be granted after the establishment of the list. It is the responsibility of the test-taker to provide appropriate documentation.
- D. Change in Disabled Veteran Credit Eligibility - Article 5, section 6 of the New York State Constitution was amended to entitle veterans who have used veterans' credits for a Civil Service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment, which is effective January 1, 2014, provides additional veteran credits to veterans who used non-disabled veterans' credits to obtain a civil service appointment or promotion with New York State or a local government, and, subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law. For more detailed information, please visit <http://www.cuny.edu/employment/civil-service.html>

Applicants or their representatives may call CPS HR Consulting toll free at 866-864-1072, Option 5 for further information regarding this examination, including the current application review date.

**Remember: Applications and official documents
must be received (not postmarked)
by 5:00 pm Eastern Daylight Time on the first application
review date of February 28, 2020 application review dates
deadlines for later online exam dates.**

**The City University of New York (CUNY)
An Equal Opportunity Employer/ Affirmative Action/
Immigration Reform and Control Act/
Americans with Disabilities Act Employer**

Visit the CUNY website at www.cuny.edu