



CONTINUOUS RECRUITMENT
OPEN-COMPETITIVE EXAMINATION
APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 3 columns: Examination No. & Title, Salary Grade, Beginning Salary. Rows include 20-129 Child Protective Services Specialist 1 and 20-130 Child Protective Services Specialist 1 (Spanish Language).

ONLINE APPLICATION PROCESS AVAILABLE at http://www.cs.ny.gov/exams

The list resulting from this examination will be used for vacancies in the Capital District area only.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must have a bachelor's degree AND:

- Either 1. one year of experience where your primary responsibility (at least 50% of your official duties) was in the direct provision of child protective services...
Or 2. two years of experience in the direct provision of child welfare programs such as prevention, foster care, or adoption services...

Examples of Non-Qualifying Experience include casework services not related to children and families; classroom teacher, tutor or Head Start worker, daycare provider or administrator of a daycare center, camp counselor or provider of recreational services, foster parent, transportation service worker, clerical duties, or provider of correctional services.

NOTES:

- 1. Your degree must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department...
2. Background Investigation/Justice Center Review: The names of all prospective employees may be:
- Checked against the Staff Exclusion List (SEL) maintained by the Justice Center...
- Investigated through a Criminal Background Check (CBC)...
and will be:
- Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR)...
3. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
4. New York State residence is not required.

THE POSITIONS: These positions exist in the New York State Office of Children and Family Services in the Capital District only.

DUTIES: As a Child Protective Services Specialist 1, you would receive reports of suspected child abuse and maltreatment via the New York Statewide Central Register of Child Abuse and Maltreatment telephone hot line. You would screen calls for appropriateness, evaluate the information, and prepare and transmit reported cases to local social services districts.

SUBJECT OF EXAMINATION: There will be no written test. If you meet the Minimum Qualifications your **education and experience** will be evaluated against the general background/critical activities of the position. This evaluation will concentrate on the breadth and recency of your experience as it relates to child protective and child welfare services. Especially relevant is any experience that was involved in directly investigating reports of child abuse and maltreatment or having experience in any position where the likelihood of having to implement Federal/New York State Child Welfare Rules and Regulations required that you have a knowledge of such rules and regulations. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form. Ambiguity, vagueness or omissions will not be decided in your favor. Do NOT send resumes. If you need more space, attach additional 8½" x 11" sheets, following the same format used on the application form. Additional unsolicited information will not be accepted after the last day for filing.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>; or
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

WHERE TO APPLY: Mail your completed application:

- Application Processing, New York State Department of Civil Service, Albany, NY 12239

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

State agencies have an ongoing need for persons qualified for appointment to these positions. Therefore, the Department of Civil Service will accept applications at any time and will rate applications whenever additional eligibles are needed. It is anticipated that the rating period for this examination will be administered monthly. Applications that are postmarked that last day of the month prior to a rating period (i.e., September 30 for the October rating period) will be included in that rating period. Applications postmarked after that date will be added to the next monthly holding.

RETEST POLICY: Qualified candidates may file as frequently as once per year, but a new application is required each time.

INFORMATION FOR CANDIDATES

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. 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.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one year. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.