

NEW YORK STATE DEPARTMENT OF CIVIL SERVICE

DIVISION OF STAFFING SERVICES

GENERAL INFORMATION BULLETIN No. 12-02

TO: Department and Agency Directors of Human Resource, Personnel and Affirmative Action Officers

FROM: Blaine Ryan Lynch, Director Staffing Services

SUBJECT: Beginning Clerical Worker Eligible Lists appropriate to fill Keyboard Specialist 1 Positions

DATE: May 31, 2012

Effective June 1, 2012, the Beginning Clerical Worker Eligible Lists (Nos. 25-309 and 25-310) will be used to fill positions of Keyboard Specialist 1, Keyboard Specialist 1 (Spanish Language), Data Entry Machine Operator Trainee and Law Department Document Specialist Trainee 1.

The Department of Civil Service suspended the Keyboard Specialist 1 and Keyboard Specialist 1 (Spanish Language) continuous recruitment examinations effective January 31, 2011, and the current eligible lists for these titles will expire on May 31, 2012. Agencies with outstanding list certifications will be permitted to make appointments; however, all appointments must have an effective date on or before May 31, 2012.

Candidates for the titles of Keyboard Specialist 1 and Keyboard Specialist 1 (Spanish Language), Data Entry Machine Operator Trainee and Law Department Document Specialist Trainee 1 will continue to be required to demonstrate keyboarding proficiency by passing the keyboarding performance test which is to be administered by the agencies on a decentralized basis. The Department of Civil Service will no longer be administering the performance test to candidates in the Capital District.

Upon request, the Department will supply a copy of *Performance Test Manager*, a computerized testing system that administers and scores the typing performance test. This testing system is updated regularly and includes all instructions needed for installing the testing software, administering the test, and processing candidate scores.

To receive authorization to test, we ask that your agency designate a Test Coordinator who will oversee test administration in accordance with NYS Civil Service Laws, Rules, Regulations, and the Department's testing policies, procedures, and security requirements. Please complete the attached *Agency Decentralized Test Authorization Request* form (T-250.1) with the Test Coordinator's name and contact information. Both the agency Test Coordinator and Human Resource Officer will need to review the form, read NYS Civil Service Law Sections 50.11 and 106, and then sign at the bottom of the form to affirm their agreement. The agency should keep a copy of

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the completed form and return the original to the Director, Testing Services Division, by fax at: 518-474-1834, or by mail at the New York State Department of Civil Service, Alfred E Smith State Office Building, Albany, NY 12239. Once authorized, the agency Test Coordinator may request test materials at any time. When requesting these materials, please allow ten (10) business days prior to the interview for shipping and installation. If your agency has any questions regarding the authorization process, please call 518-474-2105 for assistance.

Agencies may waive the performance test if candidates provide documentation showing successful completion of an approved typing test. The documentation should be on official letterhead or an official notice of typing test results. Agencies and facilities can accept test results from any one of the approved sources below as long as the performance test follows the requirements of a five-minute typing performance test, typing at the rate of at least 35 words per minute with at least 96% accuracy.

Approved sources are:

1. Official test results from personnel offices of State agencies, county, city, town or village municipalities which administer the performance test developed by this Department.
2. Official test results from a school, college, university, or learning institution.
3. Official test results from high school, college, or university keyboarding course.
4. Official test results from BOCES EEOC.

Agencies should continue to order eligible list certifications through the Eligible List Management System (ELMS) using the title code of the position being filled. As eligibles on the Beginning Clerical Worker lists do not have performance test restrictions, agencies will be required to verify that eligibles have passed an acceptable keyboarding performance test or provided an acceptable waiver. The submission of a NYSTEP transaction appointing an individual to a Keyboard Specialist1, Keyboard Specialist 1 (Spanish Language), Data Entry Machine Operator Trainee or Law Department Document Specialist Trainee 1 position will serve as the agency's attestation that the individual has passed the performance test.

Questions regarding this bulletin should be directed to Vivienne Richards, Staffing Services Section 5, at (518) 473-9599.

Attachment
(Form T-250.1)



State of New York
Department of Civil Service
Alfred E. Smith State Office Bldg.
Albany, NY 12239

TESTING SERVICES DIVISION
Agency Decentralized Test Authorization Request

T-250.1 (6/12L)

Title(s) of Decentralized Test or Test Program:	Performance Test Manager (PTM)
Agency Test Coordinator Name & Title:	
Agency Name & Mailing Address:	
Test Coordinator Email:	
Test Coordinator Phone:	

In requesting New York State Department of Civil Service authorization to administer this test, this agency, the agency's human resource office, and the Test Coordinator named above agree to comply with all related New York State Civil Service Laws, Rules, and Regulations; to follow the Department's examination security, confidentiality and test administration policies and procedures; and to supervise test administration staff to also ensure their compliance.

- Neither I, nor any test administration staff, will be a candidate for the decentralized test or have any member of the family or immediate household who is a candidate.
- As the NYS Department of Civil Service provides information on its security and confidentiality requirements and test administration policies and procedures, I will familiarize myself with and instruct all staff who serve as test administrators to become familiar with and follow all such requirements, policies, and procedures.
- I will immediately report all possible violations of test security to the NYS Department of Civil Service.
- I will only order and use test materials consistent with their intended purpose, to complete the examination process required for civil service appointment to the title tested.
- Neither I, nor any test administration staff, will read or study the test content other than to the extent needed to administer the test. Neither I, nor any test administration staff, will disclose or transmit test questions or answers, or remove, reproduce, reconstruct, transcribe, sell, offer to sell, furnish, or otherwise disseminate any information about the test or test content.
- Neither I, nor any test administration staff, will misrepresent or falsify test results or provide false information on test results to the NYS Department of Civil Service.
- I will store test materials in a secure area and protect the confidentiality of test materials and candidate information. Access to these materials will be limited to authorized personnel.
- All candidates will be treated fairly. Requests for special accommodations will be honored in accordance with NYS Department of Civil Service policies and procedures for accommodated testing.
- I will uphold and direct test administration staff to uphold applicable sections of New York State Civil Service Law pertaining to examinations, especially Sections 50.11 and 106 (see page 2).
- I will notify my agency and the NYS Department of Civil Service if I can no longer serve as Test Coordinator.

Test Coordinator Affirmation: I have read and agree to the above conditions to coordinate my agency's administration of this test. I acknowledge the right of the New York State Department of Civil Service to cancel this agreement or the test at any time.

Test Coordinator Signature: _____ Date: _____

Approved by:

Human Resource Officer Signature: _____ Date: _____

New York State Civil Service Law Section 50.11

§ 50. Examinations generally.

11. Unlawful acts in respect to examinations administered pursuant to this chapter. A person who shall:
- a) Impersonate, or attempt to or offer to impersonate, another person in taking an examination held pursuant to this chapter; or
 - b) Take, or attempt to take or offer to take such an examination in the name of any other person; or
 - c) Procure or attempt to procure any other person to falsely impersonate him or her or to take, or attempt to take or offer to take, any such examination in his or her name; or
 - d) Have in his or her possession any questions or answers relating to any such examination, or copies of such questions or answers, unless such possession is duly authorized by the appropriate authorities; or
 - e) Sell or offer to sell questions or answers prepared for use in any such examination; or
 - f) Use in any such examination any questions or answers secured prior to the administration of the examination or secure the questions or secure or prepare the answers to the examination questions prior to the administration of the examination, unless duly authorized to do so by the appropriate authorities; or
 - g) Disclose or transmit to any person the questions or answers to such examination prior to its administration, or destroy, falsify or conceal the records or results of such examination from the appropriate authorities to whom such records are required to be transmitted in accordance with this chapter, unless duly authorized to do so by the appropriate authorities; shall be guilty of a class A misdemeanor punishable by a sentence of imprisonment of six months or a fine of one thousand dollars, or both. Additionally, a person who is found by the state civil service department or municipal commission to have violated this section shall be disqualified from appointment to the position for which the examination is being held and may be disqualified from being a candidate for any civil service examination for a period of five years.

New York State Civil Service Law Section 106

§ 106. Misdemeanor to obstruct civil service rights; false representation; impersonation.

Any commissioner, or examiner, or any other person who shall willfully, alone or in cooperation with other persons, defeat, deceive or obstruct any person in respect of his or her right of examination, registration, certification, appointment, promotion or reinstatement, pursuant to the provisions of this chapter or the rules or regulations established thereunder or who shall willfully and falsely mark, grade, estimate or report upon the examination or proper standing of any person examined, registered or certified pursuant to the provisions of this chapter, or aid in so doing, or who shall willfully make any false representations concerning the same, or concerning the person examined, or who shall willfully furnish to any person any special or secret information for the purpose of either improving or injuring the prospects or chances of any person so examined, registered or certified, or to be examined, registered or certified, or who shall impersonate any other person, or permit or aid in any manner any other person to impersonate him, in connection with any registration or application or request to be registered, shall for each offense be deemed guilty of a misdemeanor.