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IM-10-13

INFORMATION MEMORANDUM

TO: All Municipal Civil Service Agencies

FROM: Office of Commission Operations & Municipal Assistance

SUBJECT: School Facilities Director – Stage 4 Update

DATE: August 22, 2013

As communicated most recently in IM-05-2013, Chapter 403 of the Laws of 2011 requires the New York State Department of Civil Service to classify the titles of Director of Facilities found in local school districts and to provide a statewide examination for the same.

With your assistance, the first three stages of the data gathering process have been completed. We are now at the fourth and the final stage of the process. At this stage, we would like to share some essential information related to decisions that have been made regarding the examinations for Director of Facilities I, II and III. The following link (<https://www.cs.ny.gov/msd/msdonline/classification.cfm>) will take you to a page containing all of the documents referenced in this memorandum. This memorandum contains essential examination information that your agency should be aware of and also provides information on the following topics/documents:

1. Job Class Specifications (FINAL)
2. Notice of Intent
3. Frequently Asked Questions (FAQs)
4. Tentative Test Scopes

All of these documents are FINAL with the exception of the Tentative Test Scopes - We are only requesting feedback with regard to the Tentative Test Scopes (see below).

Essential Examination Information

The examinations for Director of Facilities I, II and III will be held on a statewide, open-competitive basis (see information on Notice of Intent below). The expected date of the examination is December 7, 2013. Based on the language and intent of the legislation, our counsel has advised that there can be no promotion examinations for these titles.

Candidates will file examination applications for these titles with this Department and the examinations will be conducted at State Test Centers. The cost of each examination will be \$45, payable by the candidates and retained by this Department.

After the examination is conducted, applications of the candidates who pass will be reviewed by staff of this Department to verify that they possess the required minimum qualifications (see Job Class Specifications links below). Following this review, a roster of the names of those who possess the qualifications and passed the examination will be sent to each local civil service agency.

Upon receipt of the list of candidates, each agency will establish its own eligible lists for use in school districts under their jurisdiction. Your agency will be responsible for the addition of Veterans' Credits. Pursuant to section 50(4) of the Civil Service Law, your agency will also be responsible for removing candidates from the eligible lists for any derogatory information (typically certain criminal convictions) that would preclude hiring that person.

We anticipate this examination will be given every four years.

Job Class Specifications (FINAL)

At this point, all feedback from your offices and the school districts under your jurisdiction has been reviewed and revisions made to the draft specifications to incorporate necessary and appropriate information. Please share these final job class specifications with your school districts. They are available for you at the link provided above.

Notice of Intent (NOI)

Section 51 of the Civil Service Law requires that a NOI be posted to conduct these open-competitive examinations. The NOI is to be publicly and conspicuously posted in your office and should also be forwarded to each school district under your jurisdiction for posting. The Civil Service Law requires the Notice of Intent to be posted for a period not less than 15 days.

A copy of the Notice of Intent, which includes additional information on this requirement, can be found by using the link provided above.

To ensure the requirements of the Civil Service Law are met and that there is continuity across the State, we are requesting that your agency and school districts under your jurisdiction post the NOI on August 26, 2013. The NOI should remain posted through September 9, 2013 and should be removed no earlier than September 9, 2013.

Frequently Asked Questions (FAQs)

We have prepared a Frequently Asked Questions document in an effort to address a majority of questions a candidate, incumbent, school district or civil service agency may have with regard to the Director of Facilities I, II and III examinations and related topics.

At this point, this document is intended for your agency only (see link above). It is our intention to provide a link to a Frequently Asked Questions document on the examination announcement.

Tentative Test Scope

The "Subjects of Examination" for each exam should be reviewed for appropriateness by your office as well as the appropriate representative of the school districts under your jurisdiction. You should note, and the reviewing appointing authority representative should be informed, that the written test does not attempt to test comprehensively for every job task for these titles. Other knowledge, skills and abilities will have to be evaluated by the school districts through selection tools such as the appointment interview and/or probationary period.

THE TENTATIVE TEST SCOPES SHOULD NOT BE SHARED, UNDER ANY CIRCUMSTANCE, WITH ANYONE SERVING ON A PROVISIONAL BASIS WHO MAY BE REQUIRED TO PARTICIPATE IN ANY OR ALL OF THE DIRECTOR OF FACILITY EXAMINATION(S) OR ANYONE IN A LOWER LEVEL DIRECTOR OF FACILITY POSITION WHO MAY BE TAKING A HIGHER LEVEL DIRECTOR OF FACILITIES EXAMINATION.

The tentative test scopes are available for review at the link provided above.

The content domain definitions given for each of the listed subjects should not be modified. Rather, if staff reviewing these selection plans concludes that any portion of them is inappropriate, please contact the Municipal Assistance Section immediately, at:

(518) 473-5139 or assistance.request@cs.state.ny.us with a specific, detailed description of those concerns.

Deadline

As our deadlines for announcing and conducting these examinations are quickly approaching, we are requesting that your office and your school districts provide comments and/or scope objections on the tentative test plans by **August 29, 2013**. Please either e-mail this information to our office at: assistance.request@cs.state.ny.us or by fax to: 518-473-5017.

If you would like to review the history of the first three stages of the Director of Facilities process, earlier IMs are available on our web site at the link provided above.

Thank you in advance for reviewing the tentative test scopes and for your all of your assistance throughout the entire process as we work toward conducting examinations and completing the implementation of this legislation.



Nancy B. Kiyonaga
Director, Commission Operations
& Municipal Assistance

Attachment