



NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES
Examination Open To The Public

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Examination No. & Title	Salary Grade	Beginning Salary
20-947 Developmental Disabilities Secure Care Treatment Aide Trainee	<i>Equated to G-10*</i>	\$34,521
20-948 Developmental Disabilities Secure Care Treatment Aide Trainee (Spanish Language)	<i>Equated to G-10*</i>	\$34,521

NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in Brooklyn will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess County will receive an additional \$1,513 annual mid-Hudson adjustment.

*As a **Developmental Disabilities Secure Care Treatment Aide Trainee**, you would participate in a traineeship ranging from 9 to 15 months, depending on your ability to demonstrate competency in certain critical performance areas of consumer care. The traineeship includes a wide range of learning experiences in the provision of care for individuals diagnosed with developmental disabilities in a secure setting. You will be required to successfully complete and be certified in Medication Administration and Strategies for Crisis Intervention and Prevention (SCIP).

At the successful completion of your traineeship, you will advance without further examination to Grade 11 (Beginning Salary \$36,523).

MINIMUM QUALIFICATIONS: You must have graduated from high school or have earned a high school equivalency diploma (such as a GED) or higher. You must include the name and location of the high school or governmental authority that granted the diploma in the "Education" section of your application. Your high school diploma or equivalency diploma must have been awarded by a high school or educational institution recognized by the New York State Education Department as following acceptable educational practices. There will be a written test administered in English only, which you must pass. If you pass the written test, you must meet the QUALIFICATIONS FOR APPOINTMENT.

QUALIFICATIONS FOR APPOINTMENT:

1. License Requirements: You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
2. Physical/Medical Requirements: Your physical and medical condition and agility will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. To obtain a complete statement of the physical, medical, and agility standards go to: <http://www.cs.ny.gov/ehs/forms.cfm>. Please note that the medical exam includes psychological and drug screening.
3. Background Investigation: Your background will be screened and a thorough character investigation may be required. You will be fingerprinted and a criminal background check will be conducted. All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits and consistent with the applicable provisions of state and federal laws. You will be required to be cleared through the New York State Child Abuse Registry and the Medicaid Fraud Prevention and Detection Database.

NOTES:

1. Fingerprinting is required at the time of appointment. You will be required to pay the processing fee, which is currently \$75.
2. Your high school diploma or equivalency diploma must have been awarded by a high school or educational institution recognized by the NYS Education Department as following acceptable educational practices. If your high school diploma was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.
3. Facilities of the Office for People With Developmental Disabilities operate 24 hours a day, seven days a week. This includes all holidays. These positions may require working on various shifts during the week and on weekends. Candidates' preferences would be considered, but shifts will be assigned at management's discretion.
4. An appointee not meeting required standards can be terminated at any time after the initial four (4) weeks and before completion of the traineeship.
5. This examination uses the same test as the Mental Health Therapy Aide Trainee and Direct Support Assistant Trainee (Developmental Aide Trainee) examinations. A candidate **cannot** be tested more than once during the same test form period. Each test form period runs from **September 1st** through **August 15th**. If you take the test more than once during the same test form period, you will not receive a score for the second test.
6. Transition examinations **10-022** and **10-023** Developmental Disabilities Secure Care Treatment Aide Trainee, are also offered for employees of the Office for People With Developmental Disabilities (OPWDD). Contact your personnel office for the appropriate form.
7. If you took examination **No. 20-858** Developmental Disabilities Secure Care Treatment Aide Trainee, or **No. 20-859** Developmental Disabilities Secure Care Treatment Aide Trainee (Spanish Language) after September 1, 2010, you cannot take this test before September 1, 2011. If you wish to have your name on the new eligible list for **No. 20-947** Developmental Disabilities Secure Care Treatment Aide Trainee, or **No. 20-948** Developmental Disabilities Secure Care Treatment Aide Trainee (Spanish Language), you should apply for Examination No. 20-947 or No. 20-948 at the agency where you took the test for Developmental Disabilities Secure Care Treatment Aide Trainee.
8. If you are successful on this examination, your name will be placed on the open-competitive list where you submitted your application. You may also request that your score be transferred to Developmental Disabilities Secure Treatment Aide Trainee and Direct Support Assistant Trainee open-competitive lists at other OPWDD facilities. You may also have your score transferred to the open-competitive list for Mental Health Therapy Aide Trainee for positions at Office of Mental Health settings. Instructions on how to have your score transferred will appear on your written test score notice.
9. Eligible lists from these examinations may be used to fill other language parenthetic positions, other than Spanish language, that currently exist or are established during the life of the list. If you are considered for appointment to a language parenthetic position, you will be required to demonstrate proficiency in that language. Proficiency must be at a level which will permit you to perform the duties of the position satisfactorily.
10. All OPWDD employees must be eligible and maintain eligibility for full and unconditional participation in the Medicare and Medicaid programs. Continued employment will depend on maintaining eligibility.

DUTIES: As a **Developmental Disabilities Secure Care Treatment Aide Trainee**, you would assist in the habilitation and care of individuals with developmental disabilities living in an OPWDD secure unit. These individuals may exhibit criminal and offending behaviors, have severely deviant behaviors, and/or be dangerous to themselves or others. You would be responsible for providing these individuals with a safe and secure environment and assisting in the implementation of their habilitation plan. You must be able to do such things as stand, bend, stretch, lift, and participate in physical interventions.

THE POSITIONS: These positions are located **ONLY** in intensive treatment units in certain facilities operated by the New York State Office for People With Developmental Disabilities (OPWDD). Refer to "HOW & WHERE TO APPLY" below.

SUBJECT OF EXAMINATION: There will be a **written test** which you must pass in order to be considered for appointment. The **written test** is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Dealing with daily situations in an OMH/OPWDD setting** – These questions test for the ability to apply common sense in dealing with daily situations encountered by direct care staff in OMH and OPWDD settings. No specific knowledge or training is needed to answer these questions.
2. **Observing and recording situations for daily living** – These questions test for the ability to accurately observe and record situations of daily living. Candidates will be given a brief description of a situation of daily living, followed by a number of sentences. Candidates must indicate whether or not the sentences factually and accurately describe the situation presented.
3. **Understanding and applying written instructional material** – These questions test for the ability to understand and apply written instructional material. Each question has two parts. The first part presents a short piece of instructional information. The second part describes a related situation. For each question, candidates must pick the one best answer based on the instructional material and the situation presented.
4. **Arithmetic for daily living** – These questions test for the ability to use basic arithmetic in daily living situations encountered by direct care staff in OMH and OPWDD settings. The situations involve the application of simple addition, subtraction, multiplication, or division, as well as interpreting information from simple tables, to answer the problems presented.

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 & WHERE TO APPLY: There is no fee to take this exam. On application form, NYS-APP#4, 20-947 & 20-948, specify the number(s) and title(s) of the examination(s) you wish to take. All statements made on the application are subject to investigation. You may be asked to provide additional information and/or documentation to support statements made on the application. **MAIL THE APPLICATION TO THE FACILITY WHERE YOU WISH TO BE TESTED.** Please note, if you are a current OPWDD employee, you should file the application for transition exam **No. 10-022** or **No. 10-023**.

Form NYS-APP#4, 20-947 & 20-948 is an examination application; it is not a job application. You will not receive any notice of the receipt of your application. When a test has been scheduled by the facility, an admission notice, detailing where and when the exam will be held, will be mailed to you approximately two weeks prior to the exam date.

Brooklyn Developmental Disabilities
Services Office
888 Fountain Avenue
Brooklyn, NY 11208-5997
(718) 642-6310

Finger Lakes Developmental Disabilities
Services Office
620 Westfall Road
Rochester, NY 14620
(585) 461-8800

Taconic Developmental Disabilities
Services Office
26 Center Circle
Wassaic, NY 12592
(845) 877-6821, ext 3833

Broome Developmental Disabilities
Services Office
249 Glenwood Road
Binghamton, NY 13905-1695
(607) 770-0241

Sunmount Developmental Disabilities
Services Office
2445 State Route 30
Tupper Lake, NY 12986
(518) 359-4150

Within OPWDD, facilities have varying ongoing needs for persons qualified for appointment to these positions. Facilities where these positions are located will accept applications at any time and will schedule the written test whenever additional eligibles are needed. It is anticipated that the examinations will be held on a periodic basis throughout the year. For the testing schedule and other information about this examination, contact the personnel office of the facility where you wish to be tested.

RETEST POLICY: Candidates may file as frequently as once a 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 discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital 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: In addition, 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 enjoy equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their applications.

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 two years. 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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do NOT bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.