



**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
<b>20-943 Direct Support Assistant Trainee</b>	Equated to <b>G-7*</b>	<b>\$29,278</b>
<b>20-944 Direct Support Assistant Trainee (Spanish Language)</b>	Equated to <b>G-7*</b>	<b>\$29,278</b>

**NO APPLICATION PROCESSING FEE REQUIRED**

*Appointees in the New York City area (Bronx, Kings, Nassau, New York, Queens, Richmond [Staten Island], Rockland, Suffolk, and Westchester Counties) will receive an additional \$3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,513 annual mid-Hudson adjustment.*

\*As a **Direct Support Assistant Trainee**, you would participate in a traineeship ranging from 6 months to 15 months depending on your qualifications and your ability to demonstrate competency in certain critical areas of consumer care. The traineeship includes a wide range of learning experiences in the provision of care for individuals diagnosed with developmental disabilities. You will be required to successfully complete and be certified in Medication Administration and Strategies for Crisis Intervention and Prevention (SCIP). At the successful conclusion of your traineeship, you would advance without further examination to Salary Grade 9 (Beginning Salary \$32,653).

**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. 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.state.ny.us/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.

**DUTIES:** As a **Direct Support Assistant Trainee**, you would help individuals with developmental disabilities lead richer lives. Under supervision, you would assist individuals with personal hygiene care, toileting, lifts and transfers, dining, dressing, and meal preparation. You would help individuals to participate in games and recreational programs; coach and encourage individuals to develop daily living skills; and provide a clean, safe, and comfortable environment. You would work with other staff to carry out and record care plans and, in accordance with special instructions, you may administer medication. These positions are physically demanding. You would need to be prepared to act to ensure the health and safety of individuals in emergency situations. You must be able to do such things as stand, bend, stretch, and lift bedridden and/or incapacitated individuals.

**THE POSITIONS:** These positions are located throughout the State in facilities and community-based programs operated by New York State Office for People With Developmental Disabilities (OPWDD). Refer to "Where to Apply" on page 2.

**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 or one 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.state.ny.us/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 Developmental Disabilities Secure Care Treatment Aide Trainee examination. 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. If you took examination No. 20-485 Developmental Aide Trainee, or No. 20-486 Developmental 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 eligible list for Direct Support Assistant Trainee, you should apply for Direct Support Assistant Trainee at the agency where you took the test for Developmental Aide Trainee. Your responses from the Developmental Aide Trainee exam will be used to re-score you for Direct Support Assistant Trainee.
7. Transition examinations **No. 10-018** and **10-019**, Direct Support Assistant Trainee, are also offered for employees of the Office for People With Developmental Disabilities. Contact your personnel office for the appropriate application form.
8. The lists established as a result of the examination for Direct Support Assistant Trainee will also be used to fill any language parenthetical 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 parenthetical 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.
9. If you are successful on this examination, your name will be placed on the open-competitive list for the DDSO where you applied for the exam. You may also request that your score be transferred to the open-competitive lists for Direct Support Assistant Trainee and Developmental Disabilities Secure Care Treatment Aide Trainee at other OPWDD facilities. (See reverse side for a complete listing of 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.

**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 of 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 the attached application form, NYS-APP#4, 20-943 & 20-944, 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 examination **No. 10-018** or **No. 10-019**.

The attached form NYS-APP#4, 20-943 & 20-944 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.

#### NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES

Bernard M. Fineson  
Developmental Disabilities  
Services Office  
P.O. Box 280507  
Queens Village, NY 11428-0507  
(718) 217-5110

Central New York  
Developmental Disabilities  
Services Office  
Rome Office  
Box 470  
Rome, NY 13442-0470  
(315) 336-2300, Ext. 578

Hudson Valley Developmental  
Disabilities Services Office  
P.O. Box 470, 7 Wilbur Road  
Thiells, NY 10984  
(845) 947-6300

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

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

Central New York  
Developmental Disabilities  
Services Office  
Syracuse Office  
Box 1035  
800 South Wilbur Avenue  
Syracuse, NY 13201  
(315) 473-6980

Long Island Developmental  
Disabilities Services Office  
45 Mall Drive, Suite 1  
Commack, NY 11725  
(631) 493-1830

Taconic Developmental  
Disabilities Services Office  
Attn: OHRM  
26 Center Circle  
Wassaic, NY 12592  
(845) 877-6821, Ext. 3367

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

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

Metro New York Developmental  
Disabilities Services Office  
Personnel Office  
2400 Halsey Street  
Bronx, NY 10461  
(718) 430-0710

Western New York  
Developmental Disabilities  
Services Office  
1200 East & West Road  
West Seneca, NY 14224  
(716) 517-2057

Capital District Developmental  
Disabilities Services Office  
500 Balltown Road  
Schenectady, NY 12304  
(518) 370-7386

Staten Island Developmental  
Disabilities Services Office  
1150 Forest Hill Road  
Staten Island, NY 10314-6316  
(718) 983-5433

**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.