



EXAMINATION NOTICE

The City University of New York
Announces
An Open Competitive Civil Service Examination
for

Mail Message Services Worker Exam #2062

Filing Period Opens:	Monday, July 20, 2020
Filing Period Closes:	Tuesday, August 18, 2020 Applications must be completed, including payment of filing fee, by 11:59 p.m. Eastern Standard Time (EST), or received, not postmarked , by 11:59 p.m. EST.
Written Test Dates	You will be given an online exam. Testing will be held: September 1, 2020 through September 15, 2020 You will select your test date and time using an online scheduling system, as explained in the Examination Process section below. You will take the exam using your own computer equipment and Internet connection.
Filing Fee:	\$40.00 , non-refundable, unless waiver is granted, see Application Process section.
Salary:	New Hires: \$29,134.00 Current Employees: \$32,919.00

Description of the Job

This class of positions encompasses the provision or supervision of mail and related services. There are two Assignment Levels for this position. Appointments may be made at either level, depending upon campus need. Candidates may qualify for the higher level based upon additional experience.

At Assignment Level 1, under supervision, with considerable latitude for independent initiative and judgment, utilizing manual and/or electronic postal equipment and procedures; performs the following media/messenger activities:

- Receives, sorts, and distributes mail or other packages.
- Loads, unloads, lifts, and moves mail and packages.
- Prepares, sorts and labels outgoing mail.
- Picks up and delivers interoffice or intra-office mail/parcels.
- Acts as a messenger, both on and off campus.
- Signs receipt for shipment.
- Assists in packing and unpacking all kinds of packages that can be processed through the U.S. Postal Service or other parcel delivery services.
- Inserts letters or other material into envelopes.
- Computes required postage, and stamps or processes outgoing mail using various office machines.
- Answers routine queries from users of mail services.
- Gets mail and/or packages officially postmarked, certified and/or insured at the post office.
- Makes scheduled trips for deliveries or collections; if necessary, operates various kinds of motor

- vehicles to carry mail or parcels.
- Reports any noticeable mechanical defects in the motor vehicle and/or in office apparatus.
- Performs minor maintenance to office equipment such as changing dates on stamping apparatus.
- Keeps requisite records, such as logs of all postage materials.
- Uses computer, if necessary, to perform routine tasks, e.g. reports, expenses, and postage.
- May function as a lead worker or supervise mail service activities in the absence of a supervisor.
- Ensures that selection among mail service and postage choices is made in a most cost-effective manner.
- Makes sure that all deadlines are met, and deliveries are made promptly.
- Prepares invoices for postage used by College departments.
- Ensures that mail office equipment is properly maintained and serviced.
- Maintains the security of all postage material and equipment.
- Corresponds and confers with local postal authorities to resolve postal/electronic media/messenger issues.
- May prepare annual and supplemental budgets for the mail service functions.

Minimum Qualifications

In order to qualify to take the exam, at the time of application, you must have:

1. High School Diploma or GED.
2. Six (6) months of full-time office experience in a mail services area.
3. Demonstrable English language proficiency: be able to speak, read, write, and comprehend the English Language well enough to perform the essential duties of the position. English proficiency will be evaluated at the time of interview.

Notes:

CUNY considers full-time work to be 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period (e.g., two month's related work experience at 20-35 hours per week equate to one month's full-time related work experience.) Part-time experience of fewer than 20 hours per week will NOT be credited at all.

Selective Certification: Colleges may designate certain positions requiring a valid New York State driver's license.

Individuals meeting the above requirements must take and pass the online written exam to determine their final test score and to qualify for selection.

Eligibility for Employment

Candidates must be legally eligible to work in the United States at the time of appointment and throughout employment with CUNY. If appointed, candidates must produce documents that establish 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.

Application Process

The application period closes on Tuesday, August 18, 2020, at 11:59 pm, Eastern Standard Time.

By the date of your application you must:

1. Meet the minimum qualifications (see previous listing).
2. Have a copy of your high school diploma or GED sent directly to CPS HR Consulting by the close of the application period. All scores will be conditional upon receipt and review of this document. All required documents must be **received** by CPS HR Consulting (**NOT** postmarked) by August 18, 2020. CPS HR Consulting will accept diplomas sent by the following methods:

By mail to: CPS HR Consulting, ATTN: CUNY MMSW Exam #2062, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.

OR

By e-mail a scan copy to: cunysupport@cpshr.us. Subject line: MMSW Exam #2062.

OR

By fax the diploma/GED to: 916-561-3290; ATTN: CUNY MMSW Exam #2062

3. Complete the entire application either online or on paper. The application website is <https://cuny.cpshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Mail Message Services Worker #2062" for the exam notice, or click on the EXAMS XPRESS link at the top of the page. **ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED; DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.**
4. As a part of the application, you must attest to your understanding that cheating, misrepresenting Your qualifications, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification from the exam process.
5. Pay the **non-refundable filing fee of \$40.00**, via credit/debit card or U.S. Postal or bank money order, or certified check (made payable to *The City University of New York*), or complete the Fee Waiver Request. No personal checks will be accepted. Submission of fees will not be accepted after the close of the filing period. **The filing fee will not be refunded if you fail this examination.**
6. Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for a waiver, you must have a *demonstrable* financial hardship and complete the "*Application Fee Waiver Request and Certification Form*". Your waiver request form and supporting documents must be submitted along with your application by the close of the filing period.
7. Applicants must select, at the time of application, which of the New York City five (5) boroughs in which they will accept appointment. Separate eligible lists for each of the five (5) boroughs MAY be created. When the eligible lists are established, names are placed only on the list(s) in the borough or boroughs selected by the candidate. While the exam score will remain the same, the rank order may differ from one borough list to another. Failure to designate a borough of consideration shall result automatically in a designation by the University Personnel Director in the closest borough of the

candidate's home address on the application.

8. Demonstrate English language proficiency: ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards for the job. English proficiency will be evaluated at the time of interview.

Mail payments and completed paper applications to:

***CPS HR Consulting
Attn: MMSW 2062
2450 Del Paso Road, Suite 160,
Sacramento, CA 95834.***

Accommodations

1. **Disabilities:** Accommodations for the online written test are available for persons with a verified disability. A physician, licensed psychologist, or agency authorized for the purpose of confirming the specific nature of the applicant's impairment must complete the indicated section of the form. Information regarding applicant's disabilities is confidential and knowledge of such disabilities is used only to qualify an applicant for the special accommodation in testing. Applicants or their representative must download a "Request for Accommodation" form from the website (<https://cuny.cpshr.us/>), complete it, and send it with suitable documentation to the address listed previously (or provide via e-mail) by the close of the filing period.
2. **Religious Observances:** You may sign up for any available testing session for the online exam that meets your schedule and religious practices. If the only available testing sessions fall on a day of the week on which you are unable to participate due to a sincerely-held practice of your religious beliefs, you may submit a Request for Accommodations to the address listed previously in a signed statement on letterhead from the applicant's religious leader certifying to your religious observance to sit for the written test on an alternate examination date.
3. **Emergency Situations:** Emergencies that will not permit you to attend your scheduled written test are death in the immediate family; unforeseen hospitalization; military service activation; or mandated court attendance. These must be documented in advance except for hospitalization or a death in the family. An alternative examination date, if warranted, may be scheduled for you. If a reschedule is needed, you must contact CPS HR immediately. Verifiable documentation is required. You may contact CPS HR Consulting at 866.864.1072 Option 5. A determination will be made if you will be scheduled for an alternate test date.

Examination Process - The Written Test (100% of Final Ranked Rating)

1. **Exam date:** The written test will be administered at various times during the dates listed at the top of this Examination Notice. You will select the date and time of your written exam based on an online scheduling system, to which a link will be provided via e-mail shortly after the quarterly deadline for filing. **You will have the option to change your selected test date up to 72 hours in advance of the last testing session offered that quarter.** The exam itself is 2 hours but please set aside more time to sign in, verify your identity, etc.
2. The examination will be administered online via computer and proctored using remote proctoring services. You will be required to schedule your online examination session with our partner, **ProctorU**, using a personalized invitation e-mailed to you from help@proctoru.com shortly after the quarterly deadline for filing. **You must schedule your online exam at least 72 hours in advance of your desired testing time frame.** You must present a valid or current government-issued photo ID to be admitted into the online examination session.
3. All candidates are required to test alone in a quiet, distraction-free area of their choice using their own reliable computer with a high-speed internet connection, a microphone,

a webcam, and a Windows or Apple operating system. **You must use Google Chrome or Mozilla Firefox as your browser for this testing session.** Using a networked computer system (such as one at a typical workplace) will require more steps to connect to the proctoring service and will be dependent on your permissions to access certain websites by your employer. It is recommended that you use your own personal equipment. You may visit <https://www.proctoru.com/live-plus-resource-center> prior to your scheduled test date to test your equipment. Remember, any accommodation requests must be made in advance (see the “Accommodations” section above regarding these requests).

4. If you do not have the required equipment, please **e-mail CPS HR at cunysupport@cpsr.us** to make arrangements within three days of receipt of your invitation to schedule the online exam session.
5. Calculators, cell phones, smart watches, or other electronic devices will not be permitted.
6. The online written test will determine your score. The minimum passing final score is 70.
7. **Subject of Examination:** This examination consists of a multiple-choice assessment of relevant knowledge, skills, and abilities and will comprise 100% of final ranked scores. The written test may consist of questions that evaluate applicants’ knowledge/skills/abilities of the following potential content areas:
 - Reading Comprehension:** Comprehension of written information; extraction of detailed information from written materials, including interpreting maps and floor plans.
 - Analytical Ability:** Analyzing and processing information, rules and guidelines to arrive at a conclusion, make a decision or solve a problem; classifying and sorting information; evaluating the effectiveness of a course of action.
 - Deductive Reasoning:** Ability to apply general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense.
 - Problem Sensitivity:** Identifying when something is wrong or likely to go wrong.
 - Information Ordering:** Ability to correctly follow a rule or set of rules or actions in a certain order. Actions to be put in order may include numbers, letters, words, or work tasks.
 - Matching:** Comparing letters, numbers, objects, pictures, or patterns accurately. It includes the ability to detect errors, make the appropriate corrections, and recognize similarities in mail materials, compare information from a bar code to a package, or to check or process routine forms.
 - Number Facility:** Performing simple addition, subtraction, or multiplication quickly and correctly.
 - Interpersonal Relations:** Dealing tactfully and effectively with individuals; maintaining a professional demeanor when interacting with individuals; creating and maintaining working relationships with individuals.

After the Exam

1. A CUNY Civil Service list of eligible candidates will be established, and candidates will be notified of their scores. Lists are established for one year and may be extended to up to three additional years. Each candidate’s final score will be determined by the Work Experience Test Score and any veteran’s preference and /or legacy credits awarded (see page 5). The final score will determine the order in which candidates are certified from the eligible list for vacancies. CUNY’s active civil service lists may be viewed online at <http://portal.cuny.edu/cms/id/cuny/documents/jobposting/JobPostingEligibleList/EligibleListTOC.htm>
2. The civil service eligible list resulting from the examination will be used to fill positions at CUNY colleges located in all five boroughs of New York City. Candidates will be called to interview for positions in list number order which will be determined by the order of their final score and the 5th digit of their social security number. The City University of New York reserves the right to refer only a sufficient number of applicants to meet the current and near-term staffing needs.

3. Candidates who are appointed from the civil service eligible list resulting from this examination are subject to a one-year probationary period, which may be extended, under certain circumstances, as noted in The City University of New York's Civil Service Personnel Rules and Regulations and/or appropriate collective bargaining agreement.

Notes:

- A. Release of Test Scores below 70. Per University regulations, the University does not score tests once it has been determined that an applicant failed to meet the minimum qualifications for appointment to the title. In these cases, test scores are assigned an administrative score of "60."
- B. Please note that because the City University of New York (CUNY) is a separate employer, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority and time and leave accruals is his/her date of appointment to CUNY. New York City residency is not required for employment in this title.
- C. E-mail is the preferred method of communication between CUNY and applicants. Candidates are asked to include a valid email address with the application and keep it up to date. It is the candidate's responsibility to update contact information. Address, name, telephone number and email address changes should be emailed to: Classified.Centex@cuny.edu or mailed to OHRM, Civil Service Support, 395 Hudson Street, New York, NY 10014. **NO APPLICATIONS ARE ACCEPTED AT THIS LOCATION.**
- D. All candidates must meet the minimum qualifications at the time of application. A candidate who does not meet the minimum qualifications at the time of application for this title will be disqualified. Candidates who have been deemed unqualified and already been appointed will be terminated. Candidates must attest to the accuracy of the information provided at the end of the application and must attest to understanding that cheating, applying under multiple Social Security Numbers or other ethical breaches will result in disqualification.
- E. Eligibility for employment: All candidates must be legally eligible to work in the United States at the time of appointment and throughout your employment with CUNY. 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. Proof of meeting the above requirements is necessary at the time of application. You will be asked to provide proof of having met these requirements.
- F. It is the candidate's responsibility to complete the application fully and accurately and to submit all supporting documentation of your claims of veteran/disabled veteran, or foreign education or requests for fee waiver.
- G. Candidates' education and work history will be verified. When candidates who completed education outside of the United States and that education is required to qualify for an examination (for example, a minimum number of college credits), they must have the education evaluated at their own expense to determine its equivalence to education completed within the United States. Agencies that are certified to make this evaluation are listed on the "Foreign Education Fact Sheet". It can be downloaded from the website <https://cuny.cpshr.us>. You must pay the evaluation fee directly to the evaluating agency you selected and forward the results of the evaluation to CPS. The certified evaluation of your foreign education must be sent within 30 days after the close of the filing period to: **CPS HR Consulting, ATTN: CUNY MMSW Exam #2062, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- H. Retirees from public service employment with New York State or its political subdivisions including the City of New York are eligible for appointment (through the process outlined in this Notice). CUNY will not, however, be able to request a waiver of the earnings limitation for retirees under the age of 65, established in Section 211/212 of New York State Retirement and Social Security Law. The annual earnings limitation for calendar year 2020 and later is \$35,000 per year.
- I. Appeals: Stage I Appeal of Test Results or Disqualification - Candidates may file a "Stage I" appeal of certain aspects of an examination. The candidate must provide supporting evidence for

reason(s) for appealing. Please see the CUNY website for more information on appeals:

<http://www.cuny.edu/employment/civil-service/appeal-procedure.html>

- J. More information about civil service at The City University of New York is available on our website at:
<http://www.cuny.edu/employment/civil-service.html>

Applicants or their representatives may call CPS HR Consulting toll free at 866-864-1072, extension 3245, for further information regarding this examination.

Remember: Applications, filing fee and official documents must be received (not postmarked) by 11:59 pm Eastern Standard Time on the closing date of Tuesday, August 18, 2020

**The City University of New York (CUNY)
An Equal Opportunity Employer/ Affirmative Action/
Immigration Reform and Control Act/ Americans
with Disabilities Act Employer**

Visit the CUNY website at www.cuny.edu