



EXAMINATION NOTICE

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

Campus Peace Officer Exam #2060

AMENDED NOTICE – October 4, 2023

The Notice of Examination has been amended to change the time period that candidates must wait to re-take the exam from 2 years to 1 year. The change is retro-active to January 29, 2020.

Filing Period Opened:	Wednesday, January 29, 2020										
Filing Period Closes:	This is a continuous recruitment position. Applications are accepted continuously and testing is held four times (quarterly) per Calendar Year. Completed applications, including payment of filing fee, must be received (not just postmarked) by the quarterly deadline for filing of the date that you plan to take the online written exam.										
Written Test Dates:	<p>You will be given an online exam. Testing will be held based on the Application Deadlines (all are by 11:59 pm Eastern Time) for each Quarterly Testing Period, as follows:</p> <table border="0"> <thead> <tr> <th><u>Application Deadline</u></th> <th><u>Quarterly Testing Period</u></th> </tr> </thead> <tbody> <tr> <td>February 28th</td> <td>March 17th to March 31st</td> </tr> <tr> <td>May 15th</td> <td>June 1st to June 15th</td> </tr> <tr> <td>August 28th</td> <td>September 15th to September 29th</td> </tr> <tr> <td>November 6th</td> <td>December 1 to December 15</td> </tr> </tbody> </table> <p>You will select your test date and time using an online scheduling system, as explained in the <i>Examination Process</i> section below. You will take the exam using your own computer with a high-speed internet connection, a microphone, a webcam and a Windows or Apple operating system.</p> <p><u>You must use Google Chrome or Mozilla Firefox as your browser for this testing session.</u></p> <p><u>You may take the exam only one time during a one-year period</u> (12 months from your test date). If qualified, you will remain on the eligibility list for a two-year period.</p>	<u>Application Deadline</u>	<u>Quarterly Testing Period</u>	February 28 th	March 17 th to March 31 st	May 15 th	June 1 st to June 15 th	August 28 th	September 15 th to September 29 th	November 6 th	December 1 to December 15
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Filing Fee:	\$47.00 , <u>non-refundable</u> filing fee, unless a fee waiver is granted. For more information, see <i>Fee Waiver</i> in the <i>Application Process</i> section.										
Starting Salary:	\$36,614.00										
Benefits:	New York City Health Benefits, New York City Employees' Retirement System (NYCERS) Membership, IBT Local 237 Welfare Fund Benefits, and CUNY Tuition Waiver. All benefits subject to limitations and collective bargaining agreement.										

Description of the Job

In accordance with the policies of The City University of New York and individual colleges or units, and under supervision, incumbents perform appropriate regulatory and enforcement duties supporting campus/location public safety and security in conformity with all University policies and New York State law relevant to New York State Peace Officer status.

Minimum Qualifications

In order to qualify to take the exam, on the date of your application, you must have:

1. A High School Diploma or GED from an accredited institution and two (2) years of full-time work experience (full time work experience is considered 35 hours or more per week); **OR**
2. Successful completion of 60 college semester credits from a regionally accredited college or university with at least a 2.0 cumulative index or its equivalent.

In addition, by the date of appointment, a candidate **must** qualify for New York State Peace Officer status, which is required for this position. The requirements for New York State Peace Officer status are:

- a. Be at least 21 years of age; **and**
- b. Be a United States citizen; **and**
- c. Be a resident of New York State; **and**
- d. Have a current, valid New York State Driver's License.

Individuals meeting the minimum requirements **must** take and pass the written exam to qualify for selection. Candidates who pass the written exam must also pass a physical agility test, a medical screening including a drug test, psychological screening and a background investigation, including a fingerprint check, before appointment.

For some assignments, the possession of a **Certificate of Fitness** (F-89) issued by the New York City Fire Department will be required.

English Language Proficiency: Fluency in English (must be able to speak, read, write & understand English well enough to perform the duties of the position); proficiency will be evaluated at the time of interview.

CUNY considers full-time work to be at least 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 20-34 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.

You are responsible for determining whether you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will **not** be refunded, you will **not** be invited to take the online written exam, and you will **not** receive a score.

Job Duties

In accordance with the policies of The City University of New York and individual colleges, and under supervision, incumbents perform duties supporting campus/location public safety and security, listed below.

General Work Tasks: This position has 2 assignment levels. Level 2 is based solely upon specific duties and is not considered a permanent assignment.

Level 1 Tasks:

Community Policing

- Respond to alarms and calls for service and all medical emergencies from the college community.
- Enforce college rules and regulations as specified in Standard Operating Procedures.
- Maintain a personal record (memo book) of daily job activities and incidents.
- Maintain radio contact with the Department's Central Dispatch.
- Provide customer service by enthusiastically providing information and services.

- Assist with crowd control.
- Maintain post and tour logs, ensuring that logs are kept current.
- Write complete, accurate, and timely reports to record campus incidents.
- Escort students, college VIPs, visiting dignitaries, and others on foot and/or by driving college vehicles.

Law Enforcement

- Respond to and investigate crimes in accordance with all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.
- Use and maintain defensive equipment (e.g., ASP, handcuffs, pepper spray, etc.).
- Make arrests, perform arrest processing, including warrant checks, voucher evidence according to Departmental procedures and all relevant rules, regulations, and laws of the College, University, New York City, New York State, and Federal Government.

Administrative

- Help monitor the performance of Campus Security Assistants and Security Guards.
- When assigned, carefully monitor the premises through the campus CCTV system.
- Perform assigned Fire Safety duties, including acting as a Fire Warden, and/or Fire Director during fire drills, emergencies, and other building evacuations.
- Inventory Public Safety equipment.

Access Control

- Check IDs and parking passes/decals in accordance with the College's access policy.
- Provide access to rooms and locations, after receiving the proper authorizations.
- Accept and voucher items into the campus Lost & Found.

Patrol

- Act as a First Responder to alarms and calls for service.
- Conduct patrols of campus premises on foot, by driving marked, unmarked, and cart vehicles.
- Control the flow of vehicle and pedestrian traffic on campus property.
- Upon volunteering for and being selected, incumbents serve as members of special patrols, such as Bike, Canine, and S.A.F.E. Team Patrol Units.

Level 2 Tasks: In addition to all Level 1 tasks, Campus Peace Officers assigned to Level 2 duties will perform the following:

Administrative

- Act in the capacity of shift supervisor during the temporary absence of the Public Safety Sergeant.
- Act as Fire Safety Director in assigned building during inspections, emergencies, evacuations and any other circumstance where the Fire Safety Director is required.
- Assist Public Safety Sergeants in monitoring the performance of Level 1 Campus Peace Officers.

Training

- May assist with campus specific training.

Job Characteristics

Required Skills: Incumbents must be skilled in:

- Judgment – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Observational skills – Being aware of your physical environment as well as the actions of others around you, in order assist in taking most appropriate actions.
- Dispute resolution – Bringing others together and trying to reconcile differences.
- Customer service skills – Exhibiting accessibility, knowledge and courteousness when dealing with members of the public.
- Interviewing skills - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- ❑ Organization skills - Shifting back and forth between multiple activities or sources of information in an efficient and logical manner (such as speech, sounds, touch, or other sources).
- ❑ Telephone skills - Communicate information and ideas by phone so others will understand.

Abilities: Incumbents must have the ability to:

- ❑ Physically respond (e.g., run across campus or upstairs) to calls for service, alarms, and other emergencies; must be able to stand for extended periods of time.
- ❑ Lift a 40-pound box (which might contain evidence, papers, receipt receipts, etc.) without assistance.
- ❑ Know their location in relation to the environment and know where other objects are in relation to themselves.
- ❑ Understand and follow directives issued in person, via radio, or in writing.
- ❑ Properly assert themselves by speaking with confidence and clarity to convey messages in a precise and professional manner.
- ❑ See objects in detail under various conditions (i.e., at night, up-close, far away, and peripherally).
- ❑ Follow orders and take direction both verbally and in writing.
- ❑ Listen and understand information and ideas presented verbally.
- ❑ Communicate information and ideas in writing so others will understand.
- ❑ Read and understand information and ideas presented in writing.
- ❑ Communicate information and ideas in speaking so others will understand.

Other Work Characteristics:

- ❑ Work must often be performed in crowded public areas.
- ❑ A significant amount of time is spent standing in this job and frequent running and climbing of stairs is also required. There is often exposure to the elements. Tasks must often be performed outdoors or in areas without air conditioning or heat.
- ❑ Campus Peace Officers must be exact or accurate in the performance of their work.
- ❑ Often Campus Peace Officers face conflict situations and physical injury is possible.
- ❑ Peacekeeping is often stressful work that requires Campus Peace Officers to make decisions and function under difficulty.
- ❑ Decisions directly impact the health and safety of the college community.

Application Process

Although this is a continuous recruitment position, a batch of applications will be pulled and reviewed quarterly on the following schedule:

APPLICATION DEADLINE (All at 11:59 pm Eastern Time)	QUARTERLY TESTING PERIOD
February 28 th	March 17 th to March 31 st
May 15 th	June 1 st to June 15 th
August 28 th	September 15 th to September 29 th
November 6 th	December 1 st to December 15 th

Applicants meeting all requirements at 11:59 pm Eastern Time (not just postmarked) on an Application Deadline will be invited to the online written exam for the applicable Quarterly Testing Period.

By the date of your application, you must:

1. Meet the minimum qualifications (see the *Minimum Qualifications* section above).

GO TO THE NEXT PAGE.

2. **Proof of Education:** Have a copy of your high school diploma, GED, college degree and/or college transcript(s) (copies) 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 **11:59 pm EST by the Quarterly Deadline for Filing**. CPS HR Consulting will only accept diplomas sent by one of the following methods:

By e-mail: Scan a copy to: cunysupport@cpsshr.us
Subject of email: Campus Peace Officer, Exam #2060

OR

By mail: CPS HR Consulting
ATTN: Campus Peace Officer, Exam #2060
2450 Del Paso Road, Suite 160
Sacramento, CA 95834.

OR

By FAX: Scan a copy to: (916) 561-7230
Subject on FAX cover page: ATTN: Campus Peace Officer, Exam #2060

3. **Application:** Complete the entire application either online or on paper. The application website is <https://cuny.cpsshr.us> or www.cuny.edu. At www.cuny.edu click on "Employment", then "Classified Civil Service" then "Upcoming Civil Service Exams", and then "Campus Peace Officer Exam #2060" for the exam notice, or click on the *Exams Xpress* link at the right side of the page.

ONLINE APPLICATIONS ARE **STRONGLY** RECOMMENDED.

DO NOT RETURN YOUR APPLICATION TO ANY CUNY COLLEGE.

Otherwise, mail payments and completed paper applications to:

CPS HR Consulting
Attn: Campus Peace Officer Exam #2060
2450 Del Paso Road, Suite 160,
Sacramento, CA 95834

4. **Attestation:** 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. **Filing Fee:** Pay the **non-refundable filing fee of \$47.00**, 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 (see "6. Fee Waiver" below). 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. **Fee Waiver:**
- A. **Hardship:** Waiver of the filing fee is available under §50.5(b) of New York State Civil Service Law. To qualify for this 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.
 - B. **CUNY Employee or Student:** Effective December 10, 2020, if you are an **active** CUNY employee or student (full-time or part-time), your filing fee will be waived. Your waiver request and supporting documents **must** be submitted along with your application.
7. **Location Preference:** 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. **English Language Proficiency:** All candidates must demonstrate the 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.

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 day(s) 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 2½ hours but please set aside more time to sign in, verify your identity, etc.
2. **Exam Administration:** 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.

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).

If you do not have the required equipment, please e-mail CPS HR at cunysupport@cpshr.us to make arrangements within three (3) days of receipt of your invitation to schedule the online exam session.

3. **Calculators, cell phones, smart watches, or other electronic devices will not be permitted.**
4. **Scoring:** The online written test will determine your score. The minimum passing final score is 70.
5. **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:

Observation and Memory - Obtaining facts and information through observation; attention to details in visual information; information recall.

Written Communication - Knowledge of correct English grammar, punctuation, and spelling; knowledge of appropriate and required vocabulary; clear and accurate written communication; review and editing of written documents; combining multiple sources of information.

Reading Comprehension - Comprehension of written information; extraction of detailed information from written materials.

Interpreting Diagrams and Forms - Reading and interpreting maps, diagrams, floor plans, blueprints, charts, graphs, and/or tables.

Analytical Ability - Analyzing and processing multi-sourced information to make decisions; organizing and structuring of data and information; application of rules and guidelines to arrive at a conclusion or solve a problem; application of inductive and deductive reasoning principles; information classification and sorting; evaluation of the effectiveness of a course of action; foreseeing outcomes of different courses of action.

Interpersonal Relations - Dealing tactfully with individuals and groups; creating and maintaining working relationships with individuals and groups; dealing effectively with individuals; maintaining a professional demeanor when interacting with individuals; knowledge of effective customer service principles.

After the Exam

1. **Eligible List:** This is a continuous recruitment exam. Therefore, the CUNY Civil Service list of eligible candidates does not expire. Candidates will be notified of their scores and placed on the list for a period of two years. Each candidate's final score will be determined by the Written Exam Score and any veteran preference and/or legacy credits awarded (see *Veteran and Legacy Credit* section below). 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://www.cuny.edu/about/administration/offices/hr/classified-civil-service/cuny-civil-service-eligible-lists>
2. **Filling Vacancies:** 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. **Probation:** 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.

Veteran and Legacy Credit

1. **Veteran Credit** - If you pass this examination, you may be eligible for the veteran preference credit if you are currently a New York State resident and have had full-time active duty military service in the armed forces of the United States (not the military reserves nor the national/state guards) and have been honorably discharged or separated. Veterans or disabled veterans who are eligible for additional credit and wish to be considered for the credit must indicate this as part of the electronic application process, download the form, and complete it. Effective January 1, 1998, the NY State Constitution was

amended to permit test-takers currently in the armed forces of the United States to apply for and be conditionally granted veteran preference credit in examinations.

2. **Legacy Credit** - If you pass an examination for original appointment (not promotion), you may be eligible for an additional 10 points added to your final examination score if your parent or sibling has been killed in the line of duty as a firefighter or police officer in the service of the City of New York and you are applying for a position which would gain you entry into the public service. Legacy Credit is not applicable for promotional examinations.
 - a. **For Parent Legacy Credit:** if candidate's parent was killed in the line of duty as a firefighter or police officer in the service of New York City.
 - b. **For Sibling Legacy Credit:** if candidate's sibling was killed in the line of duty as a firefighter or police officer in the service of New York City as a result of the September 11, 2001, World Trade Center attack, or as a result of the rescue effort that took place in response to the attack.

A candidate can receive Legacy Credit for no more than one parent or one sibling. A candidate can, however, receive Legacy Credit for both a parent and a sibling; in which case, the candidate may be entitled to 20 points. Legacy Credit should be requested at the time of application but **must** be requested no later than the day before the eligible list is established.

If a candidate requests Legacy Credit after an application has been submitted, the candidate must write a letter indicating the candidate's name, address, social security number, the open-competitive exam title and number for which Legacy Credit is sought, and whether the request is for Parent Legacy Credit, Sibling Legacy Credit, or both. Claims for Legacy Credit cannot be made once the eligible list is established. All claims for Legacy Credit will be investigated. All candidates making such claims will be required to present to CPS HR Consulting Services, prior to eligible list establishment, documentation verifying their claim. Address all credit requests and documentation to: CPS HR Consulting, ATTN: Campus Peace Officer, Exam #2060, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.

Note on Legacy Credit Usage: You may use Legacy Credit only once for appointment from a City, State, or County open-competitive Civil Service eligible list from a jurisdiction within the State of New York. Legacy Credit will be added only to the final score of those candidates who pass all parts of the examination.

3. **Deadline for Claiming Veteran and/or Legacy credit:** You must submit all supporting documentation of your claims of veteran preference credit or legacy credit eligibility before the establishment of the eligible list. Veteran and Legacy credit forms are available at: <https://cuny.cpshr.us>. No credit may be granted after the establishment of the list. It is the responsibility of the applicant to provide appropriate documentation.
4. **Change in Disabled Veteran Credit Eligibility:** Article 5, section 6 of the New York State Constitution was amended to entitle veterans who have used veterans' credits for a Civil Service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. This Constitutional amendment, which is effective January 1, 2014, provides additional veteran credits to veterans who used non-disabled veterans' credits to obtain a civil service appointment or promotion with New York State or a local government, and, subsequent to such appointment are determined by the United States Department of Veterans Affairs to be a qualified disabled veteran, as defined in the New York State Civil Service Law. For more detailed information, please visit <http://www.cuny.edu/employment/civil-service.html>.

Additional Information

- A. **Release of Failing Test Scores:** 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. **Separate Municipal Employer:** 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. **Method of Contact / How to Update Contact Information:** 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
- 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. **Candidate’s Responsibility:** 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. **Verification of Education and Work History / Foreign Education:** 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: <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: Campus Peace Officer, Exam #2060, 2450 Del Paso Road, Suite 160, Sacramento, CA 95834.**
- H. **Retirees from Public Service Employment:** 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). However, CUNY will **not** 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:** 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 *Stage I Appeal of Test Results or Disqualification* at: <https://www.cuny.edu/employment/civil-service/appeal-procedure>.

- J. **Civil Service at CUNY:** More information about civil service at The City University of New York is available on our website at: <https://www.cuny.edu/employment/civil-service>.
- K. **For further information regarding this examination:** Applicants or their representatives may call CPS HR Consulting toll free at (866) 864-1072, extension 3245.
- L. **Penalty for Misrepresentation:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

Completed applications, including payment of filing fee, must be received (not just postmarked) by 11:59 pm Eastern Time by the Quarterly Deadline for filing based on the date that you plan to take the online written exam.