



Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
21-003020 Disaster Preparedness Program Representative 2	18	\$65,001	\$0
21-004020 Disaster Preparedness Program Representative 3	23	\$84,156/\$84,246 (Canal Corp)	
21-005020 Disaster Preparedness Program Representative 4	25/M-1	\$93,530/\$90,931	

**Multiple-Choice Test
To Be Held:
APRIL 5, 2025**

**Applications MUST Be Submitted
Online or Postmarked By:
FEBRUARY 19, 2025**

You may be assigned to either Saturday or Sunday to take your test. You cannot request or change your scheduled day.

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

Due to current testing space limitations, candidates may need to travel to a test site to take this examination. Candidates will be notified of their test site location on their admission notice.

Minimum Qualifications: On or before April 5, 2025, you must have:

For Exam No. 21-003020:

- Either 1. six years of emergency management experience as listed below**;
- Or 2. a specialized associate's degree as listed below;* AND four years of emergency management experience as listed below**;
- Or 3. a specialized bachelor's degree as listed below;* AND two years of emergency management experience as listed below**;
- Or 4. a specialized master's degree as listed below;* AND one year of emergency management experience as listed below**.

For Exam No. 21-004020:

- Either 1. seven years of emergency management experience as listed below**;
- Or 2. a specialized associate's degree as listed below;* AND five years of emergency management experience as listed below**;
- Or 3. a specialized bachelor's degree as listed below;* AND three years of emergency management experience as listed below**;
- Or 4. a specialized master's degree as listed below;* AND two years of emergency management experience as listed below**.

For Exam No. 21-005020:

- Either 1. eight years of emergency management experience as listed below**, one year of which must have been at a supervisory*** level;
- Or 2. a specialized associate's degree as listed below;* AND six years of emergency management experience as listed below**, one year of which must have been at a supervisory*** level;
- Or 3. a specialized bachelor's degree as listed below;* AND four years of emergency management experience as listed below**, one year of which must have been at a supervisory*** level;
- Or 4. a specialized master's degree as listed below;* AND three years of emergency management experience as listed below**, one year of which must have been at a supervisory*** level.

***Specialized Degree Areas:** Atmospheric Science, Business Administration, Business Continuity, Business Organizational Security Management, Communications, Criminal Intelligence Analysis, Criminal Investigations, Criminal Justice, Crisis, Critical Infrastructure, Cyber Security, Data Analytics, Data Science, Digital Forensics, Disaster or Emergency Management, Disaster Resilience, Disaster Science, Emergency Communications, Emergency Preparedness, Emergency or Public Safety Services, Emergency and/or Risk Management, Environmental Science, Environmental Studies, Fire and Emergency Services, Geographic Information Systems, Geography, Homeland Security, Informatics, International Relations, Meteorology, National Security, Political Science, Public Administration, Public Health, Public Health Emergency Preparedness, Public Policy, Security Studies, Sustainability Studies, System Safety and Security, or Urban or Regional Planning.

****Qualifying experience:** For the purposes of this examination, qualifying emergency management experience must include one or more of the following areas:

- Coordination and implementation of emergency management and disaster preparedness programs.
- Preparation or modification of disaster plans.
- Preparation, modification, presentation of disaster educational training and/or exercises.
- Gather and analyze information to produce briefings or reports or to make timely and effective incident response decisions.
- Represent an agency or organization in an Emergency Operations Center or leadership position on the Incident Command System.
- Manage or supervise logistics operations during a major emergency or disaster by overseeing the distribution or staging of equipment and supplies.

*******For purposes of this examination, supervisory work experience is defined as duties focused on the supervision of subordinate staff. Such duties might include assigning and reviewing work, evaluating performance, and/or motivating subordinates.

- If you expect to meet the educational requirements by **September 30, 2025**, you can take the multiple-choice test. You **MUST** submit proof of successful completion of the educational requirements to the appointing authority at the time of the employment interview or you will not be considered for appointment. Failure to meet the educational requirements by **September 30, 2025**, may result in your removal from the eligible list.
- Your required educational credentials must have been awarded by an educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>.
- If verifiable, we will accept and prorate appropriate part-time and volunteer experience.
- New York State residency is not required.

Duties: As a **Disaster Preparedness Program Representative 2**, you would assist in the preparation and implementation of plans and programs related to emergency management and disaster preparedness. You may act as primary or secondary liaison with other state agencies, federal agencies, and local government offices for various emergency management activities and initiatives including response and recovery activities.

As a **Disaster Preparedness Program Representative 3**, you would perform the duties described above and also may coordinate and provide logistical support for and participate in training meetings and exercises involving volunteer, state, federal, and local staff; assist local jurisdictions in the preparation and timely completion of work plans and in the testing and evaluation of natural technological disaster preparedness plans. You would supervise subordinate staff.

As a **Disaster Preparedness Program Representative 4**, under the general direction of executive level staff, you would manage, direct, and recommend policy for one or more homeland security disaster preparedness planning, training, response, recovery, and reimbursement programs. You would supervise subordinate staff.

Notes:

1. **Travel Requirements:** Appointment to certain positions requires extensive travel within an area of assignment. Appointees may need to operate a motor vehicle or have other means to meet the transportation needs of the job. If the position requires that you operate a motor vehicle, you must continuously have a driver's license valid in New York State to continue employment. Field work and travel expenses are reimbursed on a fixed schedule. Overnight travel may be required.

2. **Background Investigation/Justice Center Review:** In some agencies, the names of all prospective employees will:
- be checked against the Staff Exclusion List (SEL), maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - be investigated through a Criminal Background Check (CBC). You must report all convictions. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal law;
- And may:
- be screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.
- You are responsible for payment of all required fees.
3. A promotion examination will also be held for these positions. If you are eligible for appointment from a promotion list, you may not be appointed in your own agency from the list resulting from this examination open to the public. Although promotion examinations are being held, it is expected that appointments will be made as a result of the open competitive exam.

Subject of Examination: To be considered for appointment to this title, you must pass the multiple-choice test. The multiple-choice test evaluates your knowledge, skills, and/or abilities in the following areas:	For Examination Nos.		
	21-003020	21-004020	21-005020
1. Preparing written material - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.	X	X	X
2. Ensuring effective inter/intra agency communications - These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.	X	X	X
3. Understanding and interpreting written material - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.	X		
4. Evaluating conclusions based on factual information - These questions test your ability to evaluate and draw conclusions from factual information presented. Each question consists of a set of factual statements and a conclusion. You will be asked to determine whether the conclusion can be proven to be true by the facts, proven to be false by the facts, or if the facts are inadequate to prove the conclusion.	X		
5. Emergency Management Terminology - These questions test for the candidate's knowledge of basic terms, definitions and concepts related to emergency management. The following websites may be helpful in preparing for this examination: https://www.fema.gov/national-incident-management-system , https://www.fema.gov/about/glossary , and http://www.dhSES.ny.gov/oem/ .	X		
6. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.	X	X	

Subject of Examination (continued):	For Examination Nos.		
	21-003020	21-004020	21-005020
7. Principles and practices of staff development and training - These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.		X	X
8. Laws, rules, and regulations related to emergency management - These questions test for knowledge of the Stafford Disaster Relief & Emergency Assistance Act, Post Katrina Emergency Management Reform Act, and NYS Executive Law, Article 2B, as they pertain to emergency management agencies. The following websites may be helpful in preparing for this examination: https://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended , https://www.congress.gov/bill/109th-congress/senate-bill/3721 , and https://www.dhSES.ny.gov/planning .		X	X
9. Principles and practices of emergency management - These questions test for the ability to recognize hazards and risks; the knowledge of the four phases of the emergency management process -- mitigation, preparedness, response, and recovery; and knowledge of incident command management principles and how agencies interact in emergency management. The following websites may be helpful in preparing for this examination: https://www.fema.gov/national-incident-management-system , https://www.fema.gov/about/glossary , and http://www.dhSES.ny.gov/oem/ .		X	
10. Administrative supervision - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.			X
11. Administrative techniques and practices - These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.			X

Your final score must be 70 or higher in order to pass. Your final score on the eligible list will be determined after adding any Veterans' and Civil Service Law Section 85-a credits.

Admission To The Test: If approved for a multiple-choice test, you will receive an admission notice which will indicate your assigned test date and the way your test will be administered. Your test may be administered with paper and pencil or online at a state test site using a state-provided Chromebook. **You cannot request to change your scheduled day or request a specific type of test administration.**

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How To Apply: You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

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 employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, 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.

RELIGIOUS ACCOMMODATION: Most multiple-choice tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: 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 provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the multiple-choice test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.