



CONTINUOUS RECRUITMENT PROMOTION EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

| Examination No. & Title | Salary Grade | Beginning Salary* |
|---|--------------|-------------------|
| 30-153010 Licensed Psychologist – Forensic – Developmental Disabilities | 25 | \$137,875 |
| 30-154010 Licensed Psychologist – Developmental Disabilities | 25 | \$137,875 |

*Salary enhancements such as an increased hiring minimum salary may be available as a result of recruitment difficulty.

Open to all qualified employees of the New York State Office for People With Developmental Disabilities

Minimum Qualifications: On or before the date of filing your application you must be a qualified employee of the New York State Office for People With Developmental Disabilities and have had one year of permanent competitive, non-competitive NY HELPS, or 55-b/55-c service as an Associate Psychologist or Psychologist 2 AND be licensed and currently registered to practice psychology in New York State.**

**You must submit a copy of your current New York State registration certificate to practice psychology with your NYS-APP. Information regarding New York State licensure may be obtained from the State Board for Psychology by contacting the New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Psychology Unit, 89 Washington Avenue, Albany, New York 12234; or by calling (518) 474-3817 Ext. 392.

Only the title or titles listed are qualifying.

Qualifying Experience: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

Continued employment: Possession of license and current registration to practice psychology in New York State is required to maintain employment as a Licensed Psychologist. Loss of certification will result in removal from employment.

The Positions: These positions exist in the Office for People With Developmental Disabilities (OPWDD). Licensed Psychologist – Developmental Disabilities positions are located in the facilities and community-based programs of OPWDD Developmental Disabilities State Operations Offices (DDSOO) and Regional Offices statewide. Positions filled from the eligible list for Licensed Psychologist – Forensic positions are located in OPWDD Designated Secure Facilities at the Sunmount DDSOO (Tupper Lake) and Valley Ridge DDSOO (Norwich).

Duties: As a Licensed Psychologist, you would provide professional psychological services and/or supervise psychological services provided by clinical and non-licensed psychology staff. Depending on the agency and/or program area to which you are assigned, you may provide clinical leadership, program management, and psychological services requiring expertise in neuropsychology, child and adolescent psychology, geropsychology, sex offense treatment, cognitive rehabilitation, trauma, and addiction and/or substance use programs; conduct psychological evaluations; administer and interpret psychological tests; complete forensic or court-ordered, and specialized assessments (functional, personality, risk, competency, vocational, education); provide expert testimony in legal and administrative proceedings; conduct individual, group, and/or family psychotherapy and counseling sessions; design and apply behavioral technology and specialized psychological interventions; provide consultation to other agencies; develop and conduct training for clinical and direct care staff; and participate in peer review.

As a Licensed Psychologist in the Office for People With Developmental Disabilities, you may provide professional psychological services to individuals with intellectual and/or developmental disabilities in community-based, forensic, and/or residential programs. In a forensic program area, you may provide psychological services as required by public and criminal laws, such as write probation reports, evaluate individuals' fitness to proceed (with own defense), need for involuntary admission, and objection to treatment determinations.

Notes:

1. Language parenthetics in other titles could be established during the life of the lists resulting from these examinations. The duties of a position with a language parenthetic are the same as those noted, with the exception that the individual serving in the position may need to be able to communicate at times with non-English speaking clients. At the time of appointment, candidates will be required to demonstrate proficiency in the language required for the position at a level that will ensure your ability to perform properly the duties of the position.
2. **Background Investigation/Justice Center Review:** 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);
 - Investigated through a Criminal Background Check (CBC). 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 will be determined on its own merits, consistent with the applicable provisions of state and federal laws; 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. (NY Social Services Law, Section 424a.)You will be responsible for payment of all required fees.
3. **Medicaid and Medicare:** In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.

Subject of Examination: There will be no written test. The test will consist of an evaluation of your **education** and **experience** against the range of duties and responsibilities found in these positions. If you meet the Minimum Qualifications, you will be sent a supplemental questionnaire to complete and return. The questionnaire will be used to evaluate your education and experience against the general background/critical activities of the position. The questionnaire will be the only basis for rating your education and experience.

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 wartime Veterans' and Civil Service Law Section 85-a credits.

Credit For Seniority: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

The NYS Office for People With Developmental Disabilities has an ongoing need for persons qualified for appointment to these positions and will accept applications at any time and will rate applications whenever additional eligibles are needed. It is anticipated that the examinations will be held on a periodic basis throughout the year. For the testing schedule and other information about this examination, write to the NYS Office for People With Developmental Disabilities facility where you wish to be employed.

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 the notification of 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:

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain 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.

Retest Policy: Qualified candidates may file as frequently as **once every twelve months**, but a new application is required each time.

Where To Apply: MAIL YOUR COMPLETED NYS-APP APPLICATION FORM DIRECTLY TO THE OPWDD LOCATION LISTED BELOW WHERE YOU WISH TO BE EMPLOYED. You may call the numbers listed (see below) with questions.

NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL DISABILITIES LOCATIONS

Bernard Fineson Developmental Disabilities State Operations Office
Attention: Human Resources Office
P.O. Box 280507
Queens Village, NY 11428-0507
Phone: (718) 217-5110
Email: fineson.personnel@opwdd.ny.gov
County - Queens

Brooklyn Developmental Disabilities State Operations Office
Attention: Human Resources Office
750 Vandalia Avenue
Brooklyn, N.Y. 11239
Phone: (718) 642-6310
Email: brooklyn.hr@opwdd.ny.gov
County - Kings

Broome Developmental Disabilities State Operations Office
Attention: Human Resources Office
249 Glenwood Road
Binghamton, NY 13905-1695
Phone: (607) 240-4786
Email: opwdd.sm.broome.jobs@opwdd.ny.gov
Counties – Broome, Chenango, Delaware, Otsego, Tioga & Tompkins

Capital District Developmental Disabilities State Operations Office
Attention: Human Resources Office
500 Balltown Road
Schenectady, NY 12304
Phone: (518) 388-0838
Email: odh.personnel@opwdd.ny.gov
Counties – Albany, Fulton, Montgomery, Rensselaer, Saratoga, Schenectady, Schoharie, Warren & Washington

Central New York Developmental Disabilities State Operations Office
Attention: Human Resources Office
Rome Office
101 West Liberty Street
Rome, NY 13440
Phone: (315) 336-2300, Ext. 578
Email: cny.jobs@opwdd.ny.gov
Counties – Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga & Oswego
Central New York Developmental Disabilities State Operations Office

Attention: Human Resources Office
Syracuse Office
187 Northern Concourse
North Syracuse, NY 13212
Phone: (315) 473-6980
Email: cny.jobs@opwdd.ny.gov
Counties – Cayuga, Cortland, Herkimer, Lewis, Madison, Oneida, Onondaga & Oswego

Finger Lakes Developmental Disabilities State Operations Office
Attention: Human Resources Office
620 Westfall Road
Rochester, New York 14620
Phone: (585) 461-8800
Email: Opwdd.sm.FL.hiring@opwdd.ny.gov
Counties – Chemung, Livingston, Monroe, Ontario, Schuylar, Seneca, Steuben, Wayne, Wyoming & Yates

Hudson Valley Developmental Disabilities State Operations Office
Attention: Human Resources Office
P.O. Box 470
Thiells, NY 10984
Phone: (845) 947-6299
Email: hv.internal.apps@opwdd.ny.gov
Counties – Westchester, Orange, Rockland & Sullivan

Long island Developmental Disabilities State Operations Office
Attention: Human Resources Office
45 Mall Drive, Suite 1
Commack, NY 11725
Phone: (631) 326-4497
Email: longisland.hr@opwdd.ny.gov
Counties – Nassau & Suffolk

Metro New York Developmental Disabilities State Operations Office
Attention: Human Resources Office
2400 Halsey Street
Bronx, NY 10461
Phone: (718) 430-0710
Email: metro.human.resources@opwdd.ny.gov
Counties – Bronx & New York

Staten Island Developmental Disabilities State Operations Office
Attention: Human Resources Office
1150 Forest Hill Road

Staten Island, NY 10314 - 6316
Phone: (718) 983-5433
Email: opwdd.sm.sid_hr@opwdd.ny.gov
County - Richmond

Sunmount Developmental Disabilities State Operations Office
Attention: Human Resources Office
2445 State Route 30
Tupper Lake, NY 12986
Phone: (518) 359-4150
Email: opwdd.sm.sunmount.jobs@opwdd.ny.gov
Counties – Clinton, Essex, Franklin, Hamilton, Jefferson & St. Lawrence

Taconic Developmental Disabilities State Operations Office
Attention: Human Resources Office
26 Center Circle
Wassaic, New York 12592
Phone: (845) 877-6821 x3367
Email: taconic.jobs@opwdd.ny.gov
Counties – Columbia, Dutchess, Greene, Putnam & Ulster

Western Developmental Disabilities State Operations Office
Attention: Human Resources Office
1200 East & West Road
West Seneca, NY 14224
Phone: (716) 517-2057
Email: Wny.recruit@opwdd.ny.gov
Counties- Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara & Orleans

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 in 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, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

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 Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

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.