



# PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
<b>31-024020 Director Social Work (Licensed Clinical Social Worker)</b>	<b>M-3</b>	<b>\$111,925</b>	<b>\$0</b>

**Multiple-Choice Test  
To Be Held:  
MARCH 1, 2025**

**Applications MUST Be Submitted  
Online or Postmarked By:  
JANUARY 15, 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.

**Interdepartmental promotion examination open to all qualified employees of New York State.**

**For Promotion in State Departments, Facilities, and Agencies**

- 1. Within Promotion Units    2. Within Entire Departments    3. To Other Departments**

**Minimum Qualifications:** On or before March 1, 2025, you must be a qualified employee of New York State and have had permanent competitive, non-competitive NY HELPS\*, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally\*\* in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

- Either A.** three months as a Social Work Supervisor 1, Social Work Supervisor 1 (Licensed Clinical Social Worker), Social Work Supervisor 1 (Licensed Clinical Social Worker) (Chinese Language), Social Work Supervisor 1 (Licensed Clinical Social Worker) (Korean Language), Social Work Supervisor 1 (Licensed Clinical Social Work) (Spanish Language), **AND**; you must also be currently licensed and registered as a Licensed Clinical Social Worker in New York State and clearly indicate this on the application form. At the time of interview, you may be required to provide a copy of your credentials to the appointing authority;
- Or B.** two years as a Licensed Clinical Social Worker, Licensed Master Social Worker, Licensed Master Social Worker (Chinese Language), Licensed Master Social Worker (Korean Language), Licensed Master Social Worker (Manual Communications), or Licensed Master Social Worker (Spanish Language) (formerly Licensed Master Social Worker 1 or 2 and associated language parenthetics) **AND**; you must also be currently licensed and registered as a Licensed Clinical Social Worker in New York State and clearly indicate this on the application form. At the time of interview, you may be required to provide a copy of your credentials to the appointing authority.

Only the title or titles listed are qualifying.

**For Option A:**

*If you were permanently appointed to a qualifying title on or before December 1, 2024, and have served continuously in this title since that date, you are eligible to file for this examination.*

*\*If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before December 1, 2024, and have served continuously in this title since that date, you may apply for this examination.*

**For Option B:**

*\*\*If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before December 1, 2024, to qualify for this examination.*

*If you were permanently appointed to a qualifying title on or before April 1, 2023, and have served continuously in this title since that date, you are eligible to file for this examination.*

*\*If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before April 1, 2023, and have served continuously in this title since that date, you may apply for this examination.*

*\*\*If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before April 1, 2023, to qualify for this examination.*

**Qualifying Experience For Appointment From The Eligible List:** After one year of service described in the A Qualifications, successful candidates will be qualified for appointment from the eligible list.

Or

After two years of service described in the B Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed to a non-competitive position 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.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the time in title year(s) of service in the "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S1/TMD.

**Order of Certification:** The order of certification of this eligible list will be:

1. Department "A" eligibles
2. Department "All" eligibles
3. Interdepartmental "A" eligibles
4. Interdepartmental "All" eligibles

**Additional Requirements for Appointment:**

1. **Medicaid and Medicare:** To be eligible for appointment and 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). You may be barred from appointment or your employment may be terminated at any time if you are listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program).
2. If appointed you may be required to become an enrolled Medicare provider; obtain and provide to your employer a National Provider Identifier (NPI) number issued by the National Plan and Provider Enumeration System (NPES); and otherwise actively participate to the degree necessary to allow for your services to be billed through Medicare and Medicaid. If you are appointed and you lose the ability to bill through Medicaid and Medicare, you may be terminated from your employment.
3. This examination has special minimum qualifications in addition to the usual "time in service requirement." If you are filing on the Internet, please list all pertinent information online. If you are applying on NYS-APP application form, you must list all pertinent information on the application. Attach additional sheets if needed.
4. **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.

**Continued Employment:** Continued employment as a Director Social Work (Licensed Clinical Social Worker) is dependent upon current licensure and registration by New York State as a Licensed Clinical Social Worker. Loss of licensure or maintaining a current registration will result in removal from employment.

**The Positions:** These positions exist in the New York State Division of Criminal Justice Services, Office of Children and Family Services, Office of Mental Health, and the Office for People With Developmental Disabilities and are located statewide.

**Duties:** As a **Director Social Work (Licensed Clinical Social Worker)**, you would direct a social work program or department by establishing and/or monitoring social work program policies and practices that are consistent with standards required by the Joint Commission, Centers for Medicare and Medicaid Services (CMS), and the social work profession; serving as a senior staff member to treatment teams by providing case consultation to inpatient and outpatient Treatment Teams; developing competency-based assessment tools for the social work discipline; leading and managing professional and paraprofessional social work staff; and performing the full range of supervisory responsibilities. In addition, you may perform all the duties and activities of a Social Work Supervisor 1 (Licensed Clinical Social Worker).

**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:

1. **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 their 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.
2. **Developing & implementing treatment in a social work program** - These questions test for knowledge, understanding, and ability to apply social work concepts, theories, standards, principles, and practices in various settings. Questions may cover such topics as assessment, development, implementation, monitoring and evaluation of treatment for individuals and families; coordination of services; advocacy and counseling for individuals and families of all backgrounds; and crisis intervention.
3. **Organizing and Administering Social Work Services Programs** - These questions test for the knowledge and ability to develop, oversee and administer social work services programs in a variety of settings. Questions may cover such topics as developing and administering policies and procedures, planning, implementing, monitoring and evaluating program services and staff, and representing agency programs to community agencies, individuals, and groups.
4. **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.

**Test Guide & Sample Test Material:** A General Guide to Multiple-Choice Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>. Sample Test Material for the subject areas described above is available at <http://www.cs.ny.gov/testing/sampletestmat.cfm>.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any Veterans' 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.

**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.examininfo@cs.ny.gov](mailto:cs.sm.examininfo@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.*

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#### 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.

**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](mailto: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](mailto: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>.

**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.

**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.