

# TENTATIVE



Department of  
Civil Service

## PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-054020 Senior Motor Vehicle License Examiner	15	\$55,152	\$0
31-055020 Principal Motor Vehicle License Examiner	18	\$65,001	\$0

Multiple-Choice Test  
To Be Held:  
JANUARY 18, 2025

Applications **MUST** Be Submitted  
Online or Postmarked By:  
DECEMBER 4, 2024

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.

Promotion examination open to all qualified employees of the New York State Department of Motor Vehicles.

**Minimum Qualifications:** On or before January 18, 2025, you must be a qualified employee of the New York State Department of Motor Vehicles and have had 45 days of 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.

**For Exam No. 31-054020:**

- Either A. Motor Vehicle License Examiner or Motor Vehicle License Examiner (Seasonal);
- Or B. Supervising Motor Vehicle Representative 1.

**Note:**

- If you were permanently appointed to a Motor Vehicle License Examiner or Supervising Motor Vehicle Representative 1 on or before **December 4, 2024**, you are eligible to file for this examination OR if you were permanently appointed to a Motor Vehicle License Examiner (Seasonal), have 45 days cumulative permanent service as a Motor Vehicle License Examiner (Seasonal), and are permanently appointed to, or are on a seasonal reemployment roster from, the Motor Vehicle License Examiner (Seasonal), you are eligible to file for this examination.

**For Exam No. 31-055020:**

- Either A. Senior Motor Vehicle License Examiner, Motor Vehicle License Examiner, or Motor Vehicle License Examiner (Seasonal);
- Or B. Supervising Motor Vehicle Representative 1 or Supervising Motor Vehicle Representative 2.

**Note:**

- If you were permanently appointed to a Senior Motor Vehicle License Examiner, Motor Vehicle License Examiner, Supervising Motor Vehicle Representative 1, or Supervising Motor Vehicle Representative 2 on or before **December 4, 2024** and have served continuously in this title since that date, you are eligible to file for this examination OR if you were permanently appointed to a Motor Vehicle License Examiner (Seasonal), have 45 days cumulative permanent service as a Motor Vehicle License Examiner (Seasonal), and are permanently appointed to, or are on a seasonal reemployment roster from, the Motor Vehicle License Examiner (Seasonal), you are eligible to file for this examination.

Only the title or titles listed are qualifying.

S2/TC1 MLG-dah

Issued: 11/1/24

Please visit our website at <https://www.cs.ny.gov/jobseeker> for more information

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*\*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 4, 2024, 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 December 4, 2024, to qualify for this examination.*

**Qualifying Experience For Appointment From The Eligible List:** Candidates will be qualified for appointment from the eligible list after completion of the service described in the Minimum Qualifications as follows:

**For Exam No. 31-054020:**

- Either A.** one year of service as a Motor Vehicle License Examiner or one year of cumulative service as a Motor Vehicle License Examiner (Seasonal);
- Or B.** one year of service as a Supervising Motor Vehicle Representative 1.

**For Exam No. 31-055020:**

- Either A.** one year of service as a Senior Motor Vehicle License Examiner, OR two years of service as a Motor Vehicle License Examiner, OR two years of cumulative service as a Motor Vehicle License Examiner (Seasonal);
- Or B.** eighteen months of service as a Supervising Motor Vehicle Representative 1, OR one year of service as a Supervising Motor Vehicle Representative 2.

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: S2/MLG.

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

1. "A" eligibles
2. "All" eligibles

**Working Conditions:** You would have substantial contact with the public under stressful conditions and may be required to effectively de-escalate tense situations. You would be required to work outdoors, year-round including during inclement weather and be required to provide your own transportation because the job may involve traveling to various remote assignments and locations where you would be working independently. You must be able to enter and exit the vehicles used in testing throughout the day including commercial vehicles such as tractor trailers, buses, and trucks that require the examiner to climb up into the driving compartment. You would be required to walk around vehicles while carrying a computerized tablet (electronic scoring device), and to position obstacles prior to a road test. You must be able to stand for long periods of time during and/or between road tests.

**Continued Employment:** To keep this position, you must currently have full license privileges to drive an automobile and must have had full continuous license privileges to drive an automobile for the three-year period immediately preceding the date of your appointment from this eligible list and continuously thereafter. Evidence of reckless driving, multiple moving violations, a disregard for New York State Vehicle and Traffic Law, and/or drug or alcohol related offences, etc. may bar you from appointment. Prior to appointment, you may be required to demonstrate acceptable driving ability. Loss of your driving license will result in suspension or termination of your employment. In addition, your driving record is subject to review at any time. Some positions require that you be assigned a state vehicle which you will be required to use to perform the duties of the position. You must possess a driver's license valid in New York State at the time of appointment and continuously thereafter.

**Duties:** As a **Senior Motor Vehicle License Examiner**, you would supervise Motor Vehicle License Examiners; provide guidance and technical assistance to staff; evaluate performance; arrange for and provide training; and assign staff to inspect driving schools and public carriers. You would supervise multiple road test lines, assign specific duties for Motor Vehicle License Examiners on a daily basis, coordinate road test assignments and activities at multiple test sites, prepare daily road test schedules, assign staff, and ensure that road test conditions meet Department standards. You would investigate and resolve complaints about procedures and staff behavior. You would regularly review and audit testing and investigate activities for fraud and malfeasance. You would also perform related duties as required, including performing the duties of a Motor Vehicle License Examiner if there was not enough coverage for a road test post. You must be able to use and maintain a computerized tablet (electronic scoring device).

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As a **Principal Motor Vehicle License Examiner**, you would plan, organize, and direct the operation of Testing and Investigations sections. You would create and maintain weekly scheduling for subordinate staff (including Motor Vehicle License Examiners and Senior Motor Vehicle License Examiners weekly schedules); coordinate and adjust scheduling of inspections and road testing; manage the section's clerical operations; and develop, implement, and evaluate office and field procedures. You would supervise, provide guidance and technical assistance, and evaluate the performance of license examining staff. You would identify the need and provide for staff training, conducting the training when necessary. You would schedule and conduct regular meetings with the entire staff to provide updates and information as well as obtain feedback from employees. You must provide the public sufficient road test appointments on the web and telephone at all times. You would serve as liaison to resolve questions on Vehicle and Traffic Law and regulations, reviewing the more sensitive complaints involving road testing procedures and staff behavior and visiting county clerk offices to discuss Department procedures and policies, and resolve problems and/or complaints from the public. You would also perform related duties as required, including performing the duties of a Motor Vehicle License Examiner and Senior Motor Vehicle License Examiner. You would work in concert with your office manager and district director. You must also be able to use and maintain a computerized tablet (electronic scoring device).

**Note:**

- **Background:** Upon appointment, you will be fingerprinted, and your background will be investigated. All convictions must be reported and will be considered in making appointments or removal after appointment from this title. Conviction of a misdemeanor, giving false information, or omitting information MAY bar appointment or result in removal after appointment and each case involving these situations will be determined on its own merits, consistent with state and federal laws. In accordance with Federal Motor Carrier Safety Administration Regulation, 49-CFR 384.228, conviction of a felony within the last 10 years OR any conviction involving fraudulent activity WILL bar incumbents from conducting skills tests (examination) for commercial driver's license (CDL).

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.	
	31-054020	31-055020
1. <b>Preparing written material</b> - 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
2. <b>Advising and interacting with others</b> - These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.	X	X
3. <b>Work Planning and Scheduling</b> - These questions test for knowledge of the principles used in developing and implementing work plans and for the ability to arrange work assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.	X	X
4. <b>NYS Vehicle and Traffic Law, Department of Motor Vehicles Commissioner's Rules and Regulations, and Department policies and procedures</b> - These questions test for knowledge of the NYS Vehicle and Traffic Law, Department of Motor Vehicles Commissioner's Rules and Regulations, and Department policies and procedures in effect on October 1, 2024, covering such areas as licensing of drivers, safe driving practices, commercial driving schools, and special requirements for bus drivers.	X	X
5. <b>Supervision</b> - 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	
6. <b>Administrative Supervision</b> - 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.		X

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 wartime 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.examinfo@cs.ny.gov](mailto: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.*

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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.