



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-119020 Assistant Thruway Stores Supervisor	Equated to G-18	\$62,550	\$0
31-120020 Thruway Stores Supervisor	Equated to G-25	\$89,835	\$0

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.

Promotion examination open to all qualified employees of the New York State Thruway Authority.

Minimum Qualifications: On or before April 5, 2025, you must be a qualified employee of the New York State Thruway Authority and have had three months 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. 31-119020:

- Either A. a Stores and Mail Operations Supervisor, Principal Stores Clerk, Office Assistant 2 (Stores/Mail), Stores Clerk 2, Office Assistant 2, or Clerk 2;
- Or B. an Office Assistant 2 (Calculations) or Calculations Clerk 2.

For Exam No. 31-120020:

- Either A. an Assistant Thruway Stores Supervisor;
- Or B. an Administrative Officer 1, Maintenance Supervisor 2 (Motor Equipment), Motor Equipment Maintenance Supervisor 2, Maintenance Supervisor 3 (Motor Equipment) or Motor Equipment Maintenance Supervisor 3.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before January 5, 2025, 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 January 5, 2025, 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 January 5, 2025, to qualify for this examination.

Qualifying Experience For Appointment From The Eligible List:

For Exam No. 31-119020: After one year of service as a Stores and Mail Operations Supervisor or Principal Stores Clerk
OR

After two years of service as an Office Assistant 2 (Stores/Mail), Stores Clerk 2, Office Assistant 2 (Calculations), Calculations Clerk 2, Office Assistant 2, or Clerk 2 as described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

For Exam No 31-120020: After one year of the service described in the Minimum 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: S2/JXD.

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

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

Continued Employment: To keep this position, at the interview, you may be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the job.

The Positions: These positions exist in the New York State Thruway Authority and are located in Albany, Syracuse, Nyack, and Buffalo.

Duties: As an **Assistant Thruway Stores Supervisor**, you would administer an Inventory Management Program in headquarters or in a division. You would oversee and perform various activities related to the acquisition, purchase, distribution and inventory of equipment, supplies, tools, and materials using manual and automated processes and systems. You would also prepare inventory budgets, monitor and control expenditures, and supervise and direct the activities of staff assigned to the Inventory Management Program.

As a **Thruway Stores Supervisor**, you would, under general direction of the Superintendent of Thruway Equipment Maintenance, manage and oversees the Inventory Management program for the Thruway Authority. You would establish and ensure compliance with program and operational standards and procedures; and develop and recommend alternatives for improving program effectiveness and efficiency. You would also work with purchasing staff in the development of contracts for major inventory items and provide program direction and technical supervision to Inventory Management staff in headquarters and in divisions.

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.	
	31-119020	31-120020
1. Basic purchasing - These questions test for candidates' knowledge of the basic terms and concepts regarding large scale governmental purchasing. Questions cover such concepts as working with suppliers, steps in the purchasing process, definitions of purchasing related documents, and working with specifications.	X	X
2. Principles and practices of storeskeeping and inventory control - These questions will test for candidates' knowledge of the principles guiding large scale storeskeeping operations and their ability to put them into practice. Some of the areas covered may include analysis of rates of use, the determination of reorder points, choosing locations for the storage of goods, and determining how to handle stock to maximize the efficiency of the operation. Some arithmetic computation may be necessary.	X	X

Subject of Examination (Continued):	For Examination Nos.	
	31-119020	31-120020
3. 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
4. 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	
5. 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.	X	X
6. Understanding and interpreting tabular material - These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone .		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 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 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.

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>.

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.