



# PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
<b>31-169020 Senior Automotive Facilities Inspector</b>	<b>20</b>	<b>\$72,032</b>	<b>\$0</b>

**Multiple-Choice Test  
To Be Held:  
JUNE 14, 2025**

**Applications MUST Be Submitted  
Online or Postmarked By:  
APRIL 30, 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 Department of Motor Vehicles.**

**Minimum Qualifications:** On or before June 14, 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 an Automotive Facilities Inspector, Automotive Facilities Inspector (Various Language Parenthetics), Automotive Facilities Inspector Trainee 2, Automotive Facilities Inspector Trainee 2 (Various Language Parenthetics), Automotive Facilities Inspector Trainee 1, Automotive Facilities Inspector Trainee 1 (Various Language Parenthetics), Vehicle Safety Technical Analyst 1, Body Repair Inspector, Body Repair Inspector (Various Language Parenthetics), Body Repair Inspector Trainee 2, Body Repair Inspector Trainee 2 (Various Language Parenthetics), Body Repair Inspector Trainee 1, or Body Repair Inspector Trainee 1 (Various Language Parenthetics). 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.

Only the title or titles listed are qualifying.

*If you were permanently appointed to a qualifying title on or before April 30, 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 April 30, 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 April 30, 2025, to qualify for this examination.*

**Qualifying Experience For Appointment From The Eligible List:** After one year of service at the Full Performance Level, 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.

**Duties:** As a **Senior Automotive Facilities Inspector**, under general supervision, you would be responsible for the supervision of a group of Automotive Facilities Inspectors and Body Repair Inspectors assigned to one of the field regions and for the distribution of field work assignments to ensure the assigned area is adequately covered. In assigning work, you would review any difficult assignments involving compliant investigations, inspections, motor vehicle dealers, repair shops, body repair shops, or vehicle dismantlers with the Automotive Facilities Inspectors and Body Repair Inspectors; in some cases, you may personally conduct or actively assist in completing a complex or sensitive assignment. As a Senior Automotive Facilities Inspector, you would provide direct supervision and assistance in the field; review completed assignments by staff members to ensure accuracy and uniformity; and train new inspectors in the provision of the Vehicle and Traffic Law, the Commissioner's Regulations, other motor vehicle, motorcycle, and special applications, and inspection and investigation techniques. You would periodically observe the work of the Automotive Facilities Inspectors and Body Repair Inspectors to ensure uniform work standards and objective evaluations. Senior Automotive Facilities Inspectors may be required to address industry and consumer groups or to testify in motor vehicle hearings or in civil and criminal courts. You would also be required to work with various DMV-specific computers software programs and to analyze data from those programs. Senior Automotive Facilities Inspectors may act in the absence of the Supervising Automotive Facilities Inspector on an as needed basis.

**Note:**

- **Travel Requirements:** Appointment requires extensive travel within a designated area of assignment. Appointees to these positions are required to operate a motor vehicle. To be appointed, you must possess a driver's license valid in New York State at the time of appointment and continuously thereafter. Field work and travel expenses are reimbursed on a fixed schedule. Overnight travel may be required. **Suspension or loss of your driver license may result in removal from employment in this position.**

**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. **Inspection and investigative techniques** - These questions test a candidate's ability to select the proper course of action in situations which might occur during inspections and investigations. These questions may cover areas such as investigative interviewing, presentation of evidence, attitude factors, integrity and sound judgment in dealing with complaints, irregularities and violations.
2. **Understanding and interpreting laws, rules, and regulations** - These questions test for the ability to understand and interpret regulations relating to vehicle safety and emissions inspections, motor vehicle dealers and motor vehicle repair shops.
3. **Maintenance and repair of motor vehicles** - These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.
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.
5. **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.

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](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.