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Questions and Answers about Director of Facilities Examinations

On August 17, 2011, the Civil Service Law was amended, “in relation to establishing the qualifications of director of facilities of school districts by the department of civil service” and required the New York State Department of Civil Service to establish minimum qualifications and class specifications (job descriptions) for positions of Director of Facilities I, II, and III in school districts and to hold one statewide examination for all such positions. Civil Service Law was also amended to prohibit the imposition of residency requirements on applicants for these examinations and the use of preference in certification by school districts when requesting certifications from the eligible lists.

The Civil Service Law was again amended in August 2014 to allow for promotion examinations to be held in addition to the statewide open-competitive examinations for positions of Director of Facilities I, II and III.

You can find out about examinations being offered and where examination announcements are posted by contacting the local civil service agency for the school district in which you are interested in being employed. Examination announcements provide information on the title, minimum qualifications, typical job duties, and the type and subjects of the examination that will be given.

Listed below are answers to the most frequently asked questions about the

Director of Facilities examinations.

1. Where will the examinations be held?

All examinations (promotion and statewide open-competitive) for Director of Facilities I, II and III will be held at a State test center. If your application is approved you will receive an admission notice. This notice will tell you where and when to report to take the test. Read it carefully and be sure to bring it with you when you go to the test center. Admission notices are usually mailed to candidates about ten days before the written test. If you do not receive your notice at least **three days** before the test date, you should immediately phone the Arrangements Unit of the State Department of Civil Service (1-877-NYS-JOBS (1-877-697-5627) (press 2, press 1). The written tests are conducted in various locations throughout the State, usually in schools or colleges. The tests are administered by State-appointed monitors who check in the candidates, explain procedures, distribute test materials, supervise the test administration and then collect all the materials for shipment back to Albany for processing.

2. Why do I need to take both the promotion and the statewide open-competitive examination if I am only interested in a promotion?

Civil Service Law §17(5), which governs the development and administration of such examinations, now states:

*"...the department shall develop a statewide exam for the positions of director of facilities I, II, & III in school districts throughout the state. Such administration shall include the development of eligibility criteria for examination of potential candidates for the positions of director of facilities I, II, & III based on qualifications and experience in accordance with section fifty of this chapter. Such statewide examinations shall not affect the ability of municipal civil service commissions to determine promotion qualifications, announce promotion examinations and establish promotion eligible lists for these positions, consistent with statewide eligibility criteria as determined by the department. **Any such promotion examination shall use the statewide examination developed by the department.**" (emphasis supplied).*

3. How do I apply?

If you are interested in applying for the statewide open-competitive examination, review the statewide open-competitive announcement for qualification requirements and information on how to apply. If you are interested in applying for a promotion examination, you must also contact your local civil service agency. Please click [here](#) for a list of Municipal Civil Service Agencies.

4. Can I see the eligible lists?

Yes. You can see an eligible list at the office of the municipal civil service agency once the list is established. A copy of an eligible list may be obtained from that agency under the Freedom of Information Law; payment of a fee may be required.

5. How can I find out how my score was determined?

An opportunity to do a computational review is provided for most civil service examinations. Information about requesting a computational review will be provided to you as part of your score notice. At the computational review you will be able to determine how many questions you answered correctly and the method by which your final score was determined.

6. How will I find out about openings for a Director of Facilities position in a school district throughout New York State?

The municipal civil service agency having responsibility for civil service administration for a particular school district in New York State will canvass the eligible list established for Director of Facilities I, II or III when a vacancy occurs to determine if you are interested in a position. Pursuant to Civil Service Law, promotion eligible lists must be canvassed and certified before using a statewide open-competitive eligible list.