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Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISOR PAINTER (CUNY)

Exam No. 6561

(For the City University of New York Only)

WHEN TO APPLY: From: February 4, 2026

To: February 24, 2026

APPLICATION FEE: \$101.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, May 21, 2026**.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Supervisor Painters (CUNY), under general supervision, supervise, direct and are responsible for the work of painters and other assigned personnel in inside and outside painting of a general nature including all coats, filling, priming, matching colors and mixing paints; assign and lay out work for painters; inspect and check work progress in all stages of completion; examine the work of contractors, evaluate adherence to contract specifications and direct changes to conform to the contract; select proper type of ladder, scaffold, or platform for any particular job; take off quantities from plans and specifications; requisition required materials and equipment; keep records and make reports. All Supervisor Painters (CUNY) perform related work.

Special Working Conditions:

Supervisor Painters (CUNY) may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Supervisor Painters (CUNY) and environmental conditions experienced are: unsanitary conditions; lifting heavy objects; standing for extended periods of time; walking, climbing, and stooping; exposure to chemical and bio-hazards, low and high temperature conditions; and working at various heights.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY:

The current minimum salary is \$59.78 per hour for a 35-hour work week. This rate is subject to change.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of the City University of New York who **on the first date of the multiple-choice test**:

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Painter (CUNY); and
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **CUNY's personnel office**. You may be given the test before we verify your eligibility. It is your responsibility to ensure that you meet the eligibility requirements for the examination before submitting your application. If it is determined before the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday from 9:00 AM to 5:00 PM:

Manhattan

2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn

210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Application Centers will be closed on Monday, February 16, 2026.

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link: https://www1.nyc.gov/assets/dcasa/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www.nyc.gov/assets/dcasa/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after promotion, and may result in criminal prosecution.

REQUIRED INFORMATION:

Application for Examination: Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.

THE TEST:

The multiple-choice test for the **Supervisor Painter (CUNY)** position will be conducted at a computer terminal, and your score will determine 85% of your final score. Your seniority will determine the remaining 15%. To pass, you must achieve a minimum score of 70% to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with the

City University of New York in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The test assesses knowledges and abilities important for the role.

Topics covered include: Administrative Tasks, Supervisory Tasks, Painting and Hands-On Tasks.

The test may include questions on knowledge of brushes, rollers, and other tools; knowledge of paints; knowledge of safety procedures, emergency protocols, and equipment; knowledge of how to navigate the work area; knowledge of what type of material is needed for each type of job; standards of proper employee ethical conduct; and other related areas.

The test may also include questions requiring the use of any of the following abilities:

Attention to Detail: Being careful about detail and thorough in completing work tasks. **Example:** A Supervisor Painter (CUNY) may use this ability to ensure all work is done completely and properly.

Conflict Resolution: Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. **Example:** A Supervisor Painter (CUNY) may use this ability when addressing work incidents or grievances.

Dependability: Fulfilling obligations and acting in a reliable, responsible, and dependable manner. **Example:** A Supervisor Painter (CUNY) may use this ability to review work to be done and estimate materials needed.

Integrity: Acting in an honest and ethical manner. **Example:** A Supervisor Painter (CUNY) may use this ability to make calculations of work to be done and check available supplies in the supply room.

Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work. **Example:** A Supervisor Painter (CUNY) may use this ability to send and receive work related emails on a daily basis, complete walk throughs of completed jobs, and complete periodic hand count of inventory.

Time Management: Managing one's own time and the time of others in order to promote effective use of work hours. **Example:** A Supervisor Painter (CUNY) may use this ability to estimate the work hours and staff needed to complete paint jobs timely.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens, and other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. Only basic hand-held calculators for addition, subtraction, multiplication, and division are permitted; calculators with additional features are banned and will be sealed in a Yondr pouch if brought to the site. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use it during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov.

Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

To change your name and/or social security number with DCAS, use the Data Correction Form and follow all instructions provided. You can access the DCAS Data Correction Form at the following link: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the multiple-choice test and are marked eligible, your name will be placed on a CUNY eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for promotion.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

Consult your CUNY's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period closed but before the date on which testing is expected to begin

Make-up Test:

You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

1. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City or CUNY; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City or CUNY; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Appointment of New York City Civil Service Employees: Please note that CUNY is a separate municipal employer; therefore, employees of New York City agencies cannot transfer to CUNY. If an employee of a New York City agency accepts a position with CUNY, the employee's date of appointment for the purposes of salary, seniority, and time and leave accruals is his/her date of appointment to CUNY.

Selective Certification For Certification:

If you have any of the certifications listed in one or more of the areas below, you may be considered for appointment to positions requiring this certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification(s) will be checked by CUNY at the time of promotion. If you are promoted through Selective Certification, certification(s) must be maintained for the duration of your employment.

1. **Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting (RRP):** Possession of a United States Environmental Protection Agency (USEPA) Certification in Renovation, Repair and Painting.
2. **Selective Certification for United States Environmental Protection Agency (USEPA) Certification in Lead-based Paint Activities (Abatement) (ILB):** Possession of a United States Environmental Protection Agency (USEPA) Certification in Lead-based Paint Activities (Abatement).

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

List Termination:

The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by CUNY.

This promotion examination is for positions with the City University of New York (CUNY) only. If you would like to apply for the promotion examination for Supervisor Painter in City agencies, you must submit a separate application and filing fee for Exam No. 6563 from February 4, 2026, through February 24, 2026. If you would like to apply for the promotion examination for Supervisor Painter with the New York City Health + Hospitals (NYC H+H), you must submit a separate application and fee for Exam No. 6562 from February 4, 2026, through February 24, 2026.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcias and copies are available at the DCAS Computer-based Testing & Application Centers.

The City University of New York is an Equal Opportunity /Affirmative Action/Immigration and Control Act/ Americans with Disabilities Act Employer
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**For information about other exams, call 212-669-1357.
Internet: nyc.gov/dcias; for CUNY: cuny.edu**