

## DSNY EMERALD SOCIETY STUDY SESSIONS

1. The DSNY clinic is open for telephone resumptions on Saturday for the following category who meet the criteria.

- A. A
- B. B
- C. C
- D. A&B

2. The clinic is open for what category only for employees who go sick on Saturday:

- A. A
- B. B
- C. C
- D. All of the above

3. All C category employees that go sick on Saturday must report to the clinic by what time:

- A. 0600
- B. 0700
- C. 0800
- D. 0900

4. When an employee is admitted to a medical facility the location supervisor must enter the hospital as their address:

- A. True
- B. False

5. When an employee has moved to a new home address the employee must fill out a change of address and a Medical profile card. What are the form numbers:

- A. DS 332 & DS 350
- B. DS 1731 & DS 659
- C. DS 1742 & DS 1080
- D. DS 997 & DS 249

6. Location Supervisors are responsible to immediately update function 14 in the medical screen whenever an employee submits a change of address and a medical profile card.

- A. True
- B. False

7. When an employee reports sick you should use the medical profile card to enter the employee into HRMS or Sick Log:

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- A. True
- B. False

8. Employees who are out on Medical Leave may leave their house on Friday to pick their checks during what time frame:

- A. 0600-1400
- B. 0800-1600
- C. 0800-1100
- D. 0700-1100

9. When an employee is not at home during a SSLU visit the following form is left at the residence:

- A. DS 424
- B. DS 997
- C. DS 350
- D. DS 281

10. Any employee who requests a temporary change of address must call SSLU to get permission:

- A. True
- B. False

11. Temporary changes of addresses are accepted on Saturdays, Sundays or Holidays:

- A. True
- B. False

12. When an employee who was on medical leave status (lodi, sick, or workmen's comp) returns from Vacation, Death in Family, or Terminal leave , they shall be resumed to their prior medical leave status on the date they return.

- A. True
- B. False

13. When ordered to the clinic while on medical duty assignment, employees must report to the clinic by:

- A. 0600

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- B. 0800
  - C. 0900
  - D. None of the above
14. If a Category C employee goes sick on Saturday, they will report to the clinic. If they are unable to travel to the clinic they must have a Doctors note or a:
- A. DS 398
  - B. DS 1690
  - C. DS 281
  - D. DS 1201
15. Employees who have 3 incidents or less or less than 8 days in the last 12 months would be in what category:
- A. B
  - B. C
  - C. A
  - D. NONE OF THE ABOVE
16. Employees who report to work and get ordered to the clinic for any other reason besides being on a MDA must be given:
- A. DS 1005
  - B. DS 1408
  - C. DS 400
  - D. DS 1202
17. A Supervisors referral for Evaluation to determine fitness for duty will be done if:
- A. Employee has been involved in a physical altercation
  - B. Employee has been involved in a motor vehicle accident
  - C. The supervisor has reasonable suspicion that the employee possesses or is under the influence of alcohol or drugs
  - D. All of the above
18. A supervisors referral for evaluation form is a DS 1690:
- A. True
  - B. False
19. An employees who has the following sick record will be in B Category:
- A. 3 incidents or less and 9 or more days
  - B. 4 to 6 incidents and less than 40 days

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- C. 7 or more incidents
- D. A and B

20. An employee who has 7 or more incidents and any number of days or 4 incidents with 40 or more days would be in what sick leave category

- A. A
- B. B
- C. C
- D. None of the above

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1.A  
2.C  
3.D  
4.B  
5.C  
6.A  
7.B  
8.D  
9.A  
10.A  
11.B  
12.A  
13.B  
14.A  
15.C  
16.C  
17.D  
18.A  
19.D  
20.C

# Supervisor Exam Practice Questions

- 1) You are assigned as a Field Officer to Manhattan 12 on a Monday. Manhattan 12 normally averages twelve (12) tons per truck on Mondays. One of your refuse crews informs you that they will not be able to complete their route. You check their route and estimate that approximately three (3) tons of refuse will be left out. Which of the answers below best determines how much of a truck will need to be activated for the next shift?
- a)  $\frac{3}{4}$  truck
  - b)  $\frac{1}{2}$  truck
  - c)  $\frac{1}{4}$  truck
  - d)  $\frac{1}{8}$  truck
- 2) You are assigned as a Field Officer to Queens West 1 on a Thursday. At 0545 hours the Drug and Alcohol Testing mobile van arrives at QW1 Garage. They provide the Superintendent with a list of Sanitation Workers names who have been randomly selected to be tested. Three of your refuse crews are on the random drug testing (RDT) list. Because of the RDT, three of your crews get a late start on their routes and each inform you that they will not clean their routes. You estimate route H1 will have  $\frac{1}{4}$  load out, route H2 will have  $\frac{3}{8}$  load out, and route H4 will have  $\frac{1}{8}$  load out. Which of the answers below best describes the total amount of material that will be left out for the next shift?
- a)  $\frac{1}{2}$  truck
  - b) Full truck
  - c)  $\frac{1}{4}$  truck
  - d)  $\frac{3}{4}$  truck

3) You are assigned as the 0800-1600 hours Garage Supervisor in Brooklyn South 11 on a Friday. A driver of a contracted diesel fuel company enters your office and informs you that she has a diesel fuel delivery for your Garage. She informs you that she can deliver up to 1000 gallons of diesel fuel for your Garage and asks how much you can accept. The maximum amount of fuel that a Supervisor can accept must not exceed 90% of a tanks capacity. Brooklyn South 11 has a 1,000 gallon tank which is completely empty as per the electronic monitoring device (Veeder-Root) reading. How much diesel fuel can you accept from the vendor?

- a) 90 gallons
- b) 900 gallons
- c) 500 gallons
- d) 1000 gallons

4) You are assigned as the 0800-1600 hours Garage Supervisor in Queens East 7. You just accepted a diesel fuel delivery of 1000 gallons from a contracted vendor into tank #1 which has a capacity of 1500 gallons. All fuel delivery variances which are greater than 1% of the tank capacity must be reported via Unusual Occurrence Report (DS779). Thirty minutes after the vendor delivered the fuel you take a reading from the electronic monitoring device (Veeder-Root) for tank # 1 to determine the actual amount of diesel delivered. Which of the readings below would warrant you to prepare a DS779 due to a variance?

- a) 1000 gallons delivered
- b) 980 gallons delivered
- c) 990 gallons delivered
- d) 995 gallons delivered

## Tips for Taking Promotional Exams

Taking promotional exams can be very stressful.

Following these test taking tips can reduce your anxiety and enhance your performance.

### **Before the Exam**

- Spend time working through practice tests well before your scheduled test date.
- You should become familiar with the testing location. (Usually a Public School)  
This includes the testing location's proximity to public transportation, available parking (note the Saturday Parking restrictions), how long it will take you to get there on the morning of the exam?, are there nearby convenient stores to get a drink, sandwich, piece of fruit, candy bar etc?  
I would suggest doing a "dry run" the week before the exam.
- Get a good night's sleep the evening before the test.
- Dress comfortably...this is not a fashion show...Hawaiian Shirts should be avoided.
- Bring water and a snack (Nuts and Chocolate).
- Be prepared to be at the test site for at least 5 hours. Do not plan to attend a birthday party right after the exam!
- Eat a healthy, protein-rich breakfast the morning of your test.
- Bring a dozen number 2 pencils so you have spares.
- Arrive at the testing facility at least a half hour before the start of the exam. I would recommend that a spouse or good friend drive you to the exam so you don't have to worry about public transportation or parking your vehicle.
- Try not to carpool with your coworkers. It could be unnerving when someone is late and you must rush to get to the site and find a last minute parking spot. Also, you want to take every minute for the exam and your coworkers may finish early and divert your concentration away from the more important item, the exam.
- Relax your mind before the test begins.
- You may want to develop a document with the most important facts about each of the orders so you can review these items so they are fresh in your mind on the day of the exam..
- There are always questions regarding Inspector General and Department of Investigation Issues.
- THINK POSITIVE!



## During the Exam

- Read the instructions carefully. Answer sheets may vary from person to person. Some will have the numbering more vertical and others may be horizontal.
- Read each question and ALL the answers before marking anything on your scoring sheet.
- Pay attention to details. Find key words or phrases in the question that will help you choose the correct answer. You should underline important or key words.
- Pay special attention to ABSOLUTE words such as:  
Always and Never..... these are often used for safety related items
- Make sure you understand what the question is asking.  
Be sure you are responding to the question that is being asked.
- Reading Comprehension – If the test requires you to read an order and answer a question based on your interpretation of that order, read the questions first. By doing this, you will know what you are looking for as you read.
- Math Questions - When using "scratch" paper on a math test, double check to make sure that you have copied the problem correctly from the test booklet! If your answer does not match one of the choices, reread the problem, recopy the numbers, and try solving it again.
- Pay attention to time passing in relation to the time allotment for that portion of your exam...a digital stop watch is very helpful. If you have 60 minutes to do 30 questions, you have an average of 2 minutes per question....you should have 15 questions done after 30 minutes.
- Don't get distracted by other testers in the room.
- If you come across a question that is difficult, don't spend all of your time on it. Move on and come back to it at the end. Do all of the questions you know first, then go back and find questions that you have some knowledge about and eliminate choices that you know are incorrect.
- Don't second guess yourself by changing your first answers unless you are 100% certain.
- Don't fall into the trap of looking for patterns in the answers. There really can be three (or more) "C" answers in a row.
- When you are finished, look closely to make sure that you haven't overlooked any questions.
- Remember that there may be fictional situations presented. Do not apply real, on the job procedures, to a fictional item. Read the paragraph/passage carefully and answer only based on the information given....your past experiences may be in conflict with the information presented.
- There may be 2 "right" answers so you must choose the "most" correct answer.
- Use every minute that you are given.
- GOOD LUCK!