



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE CONSTRUCTION PROJECT MANAGER

Exam No. 3039

AMENDED NOTICE – April 5, 2023

WHEN TO APPLY: From: February 8, 2023
To: February 28, 2023

APPLICATION FEE: \$68.00

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a service fee of 2.00% of the payment amount. This service fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Saturday, April 15, 2023.**

The Notice of Examination is amended to add under the **ADDITIONAL INFORMATION** section **Selective Certifications for Positions Requiring Energy Management (Foundational) (EMF), Energy Management (Extensive) (EMV), Energy Auditing (ENA), Building Commissioning (BDC), Energy Management (Foundational) and Sustainability (EFS), and Experience Analyzing GHG Emissions (GHG).**

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

WHAT THE JOB INVOLVES:

The primary responsibility in this class of positions is to direct the professional and technical staff, including consultants, engaged in overseeing the execution of capital construction, reconstruction and rehabilitation projects. Administrative Construction Project Managers operate motor vehicles. The decisions made by the Administrative Construction Project Managers impact the City's capital budget and capital construction.

Administrative Construction Project Managers under administrative direction, with extremely wide latitude for the exercise of independent judgment, initiative and action, perform extremely difficult, responsible and complex work in the capacity of directing that the execution of capital construction projects for a sizable and significant geographic locality or service area is timely and cost effective. They direct a large staff of construction professionals engaged in overseeing the execution of capital construction projects; exercise the full administrative and technical responsibilities for planning, organizing, and directing staff in the management of construction projects; direct the resolution of extraordinary construction problems; when designated, represent the agency head or his/her deputy in meetings with contractors and service delivery, regulatory, and oversight agencies or perform other assignments equivalent to that described herein; and all Administrative Construction Project Managers perform related work.

Special Working Conditions:

Administrative Construction Project Managers may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Administrative Construction Project Managers and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; working on exposed heights; standing for extended periods of time; working in confined areas; wearing hard hats and other protective clothing in construction areas; bending and stooping during inspections; climbing over and around various objects; working in areas that may be hot, damp, dark, dusty, smoky or acrid; working outdoors, including in natural areas, in all kinds of weather; may come into contact with rodents and/or insects; may be required to wear DEET; may supervise or inspect the removal of asbestos and/or lead requiring the use of a respirator.

(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:

Salaries will be consistent with the level of responsibility of the assignment. Salaries for appointment to managerial assignments will be consistent with the Managerial Pay Plan. Salaries for appointment to non-managerial assignments will be made in accordance with the collective bargaining pay plan.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you meet the education and experience requirements for this examination prior to submitting your application. If you are found "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

At least six years of full-time satisfactory experience in construction management work on capital projects, each one of which must have had a dollar value of at least \$300,000, at least eighteen months of which must have been in a managerial or consultative capacity in an organization responsible for the management of construction; and a combination of the following, **sufficient to equal a total of ten years of education and experience:**

1. Full-time satisfactory experience in construction inspection on capital projects, each one of which must have had a dollar value of at least \$300,000. One year of acceptable experience will be credited for each year of construction inspection experience up to a maximum of four years.
2. Full-time satisfactory experience in building construction as a journeyman in one or more of the skilled building construction trades. One year of acceptable experience will be credited for each year of journeyman experience up to a maximum of four years.
3. Education in an accredited college or university leading to a bachelor's degree in architecture, landscape architecture, or air pollution control, chemical, civil including structural and bridge design, electrical, mechanical, or sanitary engineering will be credited on the basis of 30 semester credits for one year of acceptable experience up to a maximum of four years.
4. A New York State license as a professional engineer or registered architect or a license as a professional engineer or registered architect from a state that has reciprocity with New York State may be substituted for the four years of education and experience described in "1", "2" and "3" above. However, all candidates must have at least six years of experience in construction management work described above, including at least eighteen months in a managerial or consultative capacity in an organization responsible for the management of construction.

The education requirement must be met by June 30, 2023. The experience requirement must be met by the last day of the Application Period (February 28, 2023).

The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (February, 28, 2023) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys). Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (February, 28, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after June 30, 2023 or experience which you obtain after the end of the Application Period (February 28, 2023).

License Requirement: At the time of appointment, all candidates must possess a Motor Vehicle Driver License valid in the State of New York. If you have moving violations, license suspensions, or an accident record, you may be disqualified. This license must be maintained for the duration of employment.

Medical Requirement for Certain Assignments:

Employees assigned to supervise asbestos removal or lead abatement staff must meet applicable regulatory and medical requirements. Such employees must not have any condition which would prevent a good face seal when wearing a respirator. Periodic medical examinations will be administered as applicable while persons are assigned to supervision of asbestos removal or lead abatement.

English Requirement:

You must be able to understand and be understood in English.

Residency: City residency is not required for this position.

Proof of Identity:

Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

Vaccination Requirement: As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

HOW TO APPLY:

If you believe you meet the requirements in the "How to Qualify" section, apply using the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment and completing any required information. A unique and valid email address is required to apply online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact**

DCAS. This review may require up to two (2) business days to be reviewed and resolved. Please keep this information and the application period deadline in mind when creating your account.

The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements visit the Fee Waiver FAQ on the Online Application System at: <https://a856-exams.nyc.gov/OASysWeb/Home/Faq>. **Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.**

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites. 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 20, 2023.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf and available at the DCAS Computer-based Testing & Application Centers. This guide gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

REQUIRED INFORMATION:

1. **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.
2. **Education and Experience Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (February 28, 2023) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys).

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (February 28, 2023), your examination will be considered incomplete, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

3. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (February 28, 2023).

THE TEST:

The multiple-choice test will be given at a computer terminal. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test.

The multiple-choice test is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Administrative Construction Project Manager.

The test may include questions regarding standards of proper employee ethical conduct and requiring the use of any of the following abilities:

Analytical Thinking: analyzing information and using logic to address specific work-related issues and problems; involves the identification of problems, not implementation of solutions. Example: An Administrative Construction Project Manager uses analytical skills from the design phase to the end review process of a project.

Deductive Reasoning: applying general rules to specific problems to come up with logical answers. It involves deciding if an answer makes sense. Example: An Administrative Construction Project Manager directs the resolution of construction problems.

Inductive Reasoning: combining separate pieces of information or specific answers to problems to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together. Example: An Administrative Construction Project Manager directs complex work for the proper execution of capital construction projects.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: An Administrative Construction Project Manager exercises the full administrative and technical responsibilities for planning, organizing, and directing staff in the management of construction projects.

Management of Material Resources: obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work; managing the things needed for work to be accomplished. Example: An Administrative Construction Project Manager works with multiple contractors or vendors to properly monitor all resources.

Mathematical Reasoning: understanding and organizing a problem then selecting a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: An Administrative Construction Project Manager is knowledgeable of the required capital for the timely completion of the project.

Monitoring: monitoring/assessing performance of oneself, other individuals and organizations to make improvements or the corrective action; overseeing the quality of performance. Example: An Administrative Construction Project Manager oversees the completion of multiple projects.

Number Facility: the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. Example: An Administrative Construction Project Manager completes projects in a cost-effective manner.

Planning & Organizing: establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources. Example: An Administrative Construction Project Manager effectively plans and executes multiple projects simultaneously.

Problem Sensitivity: the ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: An Administrative Construction Project Manager closely monitors the status of a project to identify any problems.

Written Comprehension: understanding English words and sentences. Example: An Administrative Construction Project Manager understands work orders and tasks.

Written Expression: using English words or sentences in writing so that others will understand. Example: An Administrative Construction Project Manager writes notes free of grammatical errors.

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. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and numeric only. Calculators with functions **other than** addition, subtraction, multiplication and division are prohibited. Electronic devices with an alphabetic keyboard or with word processing or data recording abilities such as planners, organizers, etc. are prohibited. If you use any of these devices anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of a Computer-based Testing & Application Center while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** 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 critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. If you need to update your Mailing Address, Email Address, and/or Telephone Number, read below:

- City Employees - update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others - update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab

at www.nyc.gov/examsforjobs

- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7190, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address, and/or new telephone number.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by email of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality.

SPECIAL ARRANGEMENTS:

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. compulsory attendance before a public body;
2. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
3. absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
4. absence due to ordered military duty;
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact Administration, Customer, and Exam Support by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or 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:

Selective Certification for Certification, License and/or Special Experience: If you have any of the certifications, licenses and/or experience listed in one or more of the areas below, you may be considered for appointment to positions requiring a certification, license and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification, license and/or experience. 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), license and/or experience will be checked by the appointing agency at the time of appointment.**

Selective Certification for Municipal Government Experience (MGE): At least one year of full-time satisfactory experience working within a municipal government in a similar position, which provides service for a city with over 1 million in population.

Selective Certification for Professional Licensure (PEC): A valid New York State Professional Engineer's License, NYS Registration as an Architect, or NYS Registration as a Landscape Architect.

Selective Certification for Sustainability (SUS): At least one of the following valid credentials: LEED Green Associate ("LEED GA") accreditation from the U.S. Green Building Council ("USGBC"), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance ("LEED AP BD+C" or "LEED AP O+M"), or Environmental Sustainability Professionals ("ENV SP") certification from the Institute for Sustainable Infrastructure.

Selective Certification for Positions Requiring Professional Surveyor's License (PLS): A valid New York State Professional Land Surveyor's License and at least five (5) years of satisfactory full-time professional experience in technical and supervisory land surveying work of varying degrees of difficulty and responsibility.

Selective Certification for Energy Management (Foundational) (EMF): If you have a valid Certified Energy Manager ("CEM") certification from the Association of Energy Engineers ("AEE"), you may receive preferred consideration for relevant positions.

Selective Certification for Energy Management (Extensive) (EMV): If you have a valid Certified Energy Manager (“CEM”) certification from the Association of Energy Engineers (“AEE”) and at least one of the following valid certifications from AEE, you may receive preferred consideration for relevant positions: Certified Energy Auditor (“CEA”), Certified Building Commissioning Professional (“CBCP”), or Certified Measurement and Verification Professional (“CMVP”).

Selective Certification for Energy Auditing (ENA): If you have at least one of the following valid certifications, you may receive preferred consideration for relevant positions: Certified Energy Manager (“CEM”) certification from the Association of Energy Engineers (“AEE”), Certified Energy Auditor (“CEA”) certification from AEE, High-Performance Building Design Professional (“HBDP”) certification from the American Society of Heating, Refrigerating and Air Conditioning Engineers (“ASHRAE”), Building Energy Assessment Professional (“BEAP”) certification from ASHRAE, or Multi-Family Building Analyst (“MFBA”) certification from the Building Performance Institute (“BPI”).

Selective Certification for Building Commissioning (BDC): If you have at least one of the following valid certifications, you may receive preferred consideration for relevant positions: Existing Building Commissioning Professional (“EBCP”) certification from the Association of Energy Engineers (“AEE”), Certified Building Commissioning Professional (“CBCP”) certification from AEE, or Certified Commissioning Authority (“CxA”) certification from AABC Commissioning Group (“ACG”).

Selective Certification for Energy Management (Foundational) and Sustainability (EFS): If you have a valid Certified Energy Manager (“CEM”) certification from the Association of Energy Engineers (“AEE”) and at least one of the following valid credentials, you may receive preferred consideration for relevant positions: LEED Green Associate (“LEED GA”) accreditation from the U.S. Green Building Council (“USGBC”), LEED Accredited Professional accreditation from the USGBC with specialization in Building Design + Construction or Operations + Maintenance (“LEED AP BD+C” or “LEED AP O+M”), or Environmental Sustainability Professionals (“ENV SP”) certification from the Institute for Sustainable Infrastructure (“ISI”).

Selective Certification for Experience Analyzing GHG Emissions (GHG): If you have one (1) year of full-time, satisfactory experience conducting analysis, inventories, and/or verification of GHG emissions, you may receive preferred consideration for relevant positions.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by email to LMACustomerService@dcas.nyc.gov or by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your full name, OASys Profile ID number, and the Selective Certification(s) you are requesting in your correspondence.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$88.25 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check "Junk", "Trash", or "Spam" folder for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then Notifications. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

Promotion Test:

A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

PENALTY FOR MISREPRESENTATION:

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

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/dcas and copies are available at the DCAS Computer-based Testing & Application Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 82991; The Managerial Service.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas