



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE EDUCATION ANALYST Exam No. 4002

WHEN TO APPLY: From: August 2, 2023

APPLICATION FEE: \$68.00

To: August 22, 2023

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.

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

WHAT THE JOB INVOLVES:

The following are typical assignments within this class of positions.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, Administrative Education Analysts plan and/or oversee large scale and/or highly technical and complex budget administration functions that involve distribution of funds under education laws and in accordance with legal mandates based on school needs, in the areas of instructional services, continuing education, special education, district/central headquarters, and school administration; perform highly complex professional managerial and organizational research and policy studies of great importance to the Department of Education, which may involve exceptionally difficult quantitative analysis or cost effectiveness measures; perform difficult and responsible work managing administrative, supervisory, non-supervisory pedagogical, paraprofessional and support personnel performing school related functions, in areas that include personnel relations, recruitment, position classification, employee selection, employee benefits, management studies, workforce planning, performance evaluation and other related areas; plan and supervise professional and other staff in multiple units or subdivisions engaged in preparation and administration of budgets, in conducting complex economic or organizational research studies, in performing professional personnel administration activities, and coordinating their activities with other major organizational units; conduct highly complex economic research and studies on behalf of the Chancellor, Deputy Chancellor, Community Superintendent, appropriate Executive Director, or equivalent bureau head and implement the Department of Education's policy in the areas of school budget, personnel management and related administration; prepare comprehensive reports on study findings and make recommendations to executive management for new and/or revised policies and procedures; may be in charge of the agency's organizational research activities; establish and maintain cooperative relationships with executive personnel in other City and governmental agencies concerning problems and activities in organizational research analysis; oversee personnel benefit programs including occupational safety programs, employee blood program, health insurance programs, employee orientation programs and other related programs; may also perform managerial work involving budget analysis, staff development or labor relations activities; plan and supervise a personnel management program; or serve as personnel officer; or perform assignments equivalent to those described.

All Administrative Education Analysts perform related work.

Special Working Conditions:

Administrative Education Analysts may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

(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 managerial assignments will be consistent with the Managerial Pay Plan. Salaries for non-managerial assignments will be made in accordance with the collective bargaining pay plan.

HOW TO QUALIFY:

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 may not receive a score.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies, or a closely related field, or a Juris Doctor degree from an accredited law school, **and** two years of satisfactory full-time professional experience for educational program(s) and/or institution(s), in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, fiscal or economic research; management or methods analysis, operations research, organizational research or program evaluation; educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, fiscal management, or a related area, 18 months of this experience must have been in an executive, managerial, administrative, consultative or supervisory capacity; **or**
2. A baccalaureate degree from an accredited college or university **and** four years of satisfactory full-time professional experience as described in "1" above, including the 18 months of executive, managerial, administrative, consultative or supervisory experience described in "1" above; **or**
3. Education and/or experience equivalent to "1", or "2" above. Graduate education in areas other than those mentioned above may be substituted for the professional experience, but not for the 18 months of managerial experience described in "1" above, at the rate of 15 graduate semester credits from an accredited college or university for 6 months up to a maximum of 1 year of professional experience. However, all candidates must possess a baccalaureate degree from an accredited college or university and 18 months of executive, managerial, administrative, consultative or supervisory experience as described in "1" above.

Executive, managerial, administrative, or consultative work experience includes the authority to make critical decisions about matters of significance. Supervision must have included supervising staff performing professional work in the areas described above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is not qualifying.

The education requirement must be met by January 31, 2024. The experience requirement must be met by the last day of the Application Period (August 22, 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). The law school must be accredited by the American Bar Association or the California Bar Association.

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.

(number of hours worked per week/35) x (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 (August 22, 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 (August 22, 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 January 31, 2024 or experience which you obtain after the last day of the Application Period (August 22, 2023).

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the appointing agency's personnel office at the time of the appointment interview to find out if City residency is required.

English Requirement:

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

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.

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, 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/faqs>. **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 COVID19 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

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 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:

- 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.
- 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 (August 22, 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 (August 22, 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.
- 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 (August 22, 2023).

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

If you have satisfactory full-time professional experience for educational program(s) and/or institution(s) performing administrative, managerial, and/or executive duties in financial management, organizational research, or personnel work, or a related area and/or supervising staff performing budget, organizational research, or personnel work for a City, State or Federal Governmental agency for:

You will receive up to:

At least 6 months but less than 1 year	5 points
At least 1 year but less than 1 year and 6 months	10 points
At least 1 year and 6 months but less than 2 years	15 points
At least 2 years but less than 2 years and 6 months	20 points
At least 2 years and 6 months but less than 3 years	25 points

3 or more years

30 points

If you have satisfactory full-time professional experience for educational program(s) and/or institution(s) performing administrative, managerial, and/or executive duties in financial management, organizational research, or personnel work, or a related area and/or supervising staff performing budget, organizational research, or personnel work for other than a City, State or Federal Governmental agency for:

You will receive up to:

At least 1 year, but less than 2 years	5 points
At least 2 years, but less than 3 years	10 points
At least 3 years, but less than 4 years	15 points
At least 4 years, but less than 5 years	20 points
At least 5 years, but less than 6 years	25 points
6 or more years	30 points

Executive, managerial, administrative, or consultative work experience includes the authority to make critical decisions about matters of significance. Supervision must have included supervising staff performing professional work in the areas described above. Experience that primarily consists of clerical office support activities or involves mainly transactional processing is **not** qualifying.

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.

Each year of experience will be credited under only one category which will be the highest appropriate category.

Experience used to meet the minimum requirements cannot be used to gain additional credit.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2024 or experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (August 22, 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 (August 22, 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.

Education must be obtained by January 31, 2024 and experience must be obtained by the last day of the Application Period (August 22, 2023).

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 pass the Education and Experience Exam, 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.

ADDITIONAL INFORMATION:

Selective Certification For Special Experience:

If you have the experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification(s), you may be given preferred consideration for positions requiring this experience. Follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your experience will be checked by the appointing agency at the time of appointment.**

Budget Experience (ANB): At least two (2) years of full-time satisfactory professional experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.

Organizational Research Experience (ANO): At least two (2) years of full-time satisfactory professional experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.

Personnel Administration Experience (ANP): At least two (2) years of full-time satisfactory professional experience in personnel administration including planning and coordination of staff activities, managing and training personnel, conducting performance evaluations and workforce planning, classifying positions, and/or managing labor relations and employee benefits.

Labor Relations Experience (ANL): At least two (2) years of full-time satisfactory professional experience in preventing and resolving employee-related problems, particularly employees covered by a collective bargaining agreement or union contract, management of employee contracts, documentation of grievances, and coordination with unions.

Microsoft Excel Experience (EXL): At least one (1) year of full-time satisfactory professional experience working with Microsoft Excel including, but not limited to using advanced functions (VLOOKUP, IF statements) and Pivot Tables.

Structured Query Language (SQL) Experience: At least one (1) year of full-time satisfactory professional experience with Structured Query Language (SQL) including experience with Advanced SQL. The experience must include, but is not limited to performing joins, setting up primary and foreign keys, and writing stored procedures.

Microsoft Access Experience (45R): At least one (1) year of full-time satisfactory professional experience using Microsoft Access including experience with Advanced Access. The experience must include, but is not limited to working with Visual Basic for Applications, ActiveX controls, SQL, split database architectures, HTML, and CSS.

Data Warehousing Experience (ADW): At least one (1) year of full-time satisfactory professional experience in Data Warehousing including advanced design, development, and maintenance of data warehouse and data mart systems.

Operations Experience in Global Initiatives (GIE): At least two (2) years of full-time satisfactory professional experience of developing progressive policies to address long lasting environmental and humanitarian concerns.

Training Experience (MGT): At least two (2) years of full-time satisfactory professional experience in training or leading training teams.

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

Public Health or Health Education Experience (PHP): At least two (2) years of full-time satisfactory professional experience in the field of Public Health, having taught Health Education or worked for a public health education-related organization.

Project Management Experience (PMP): At least two (2) years of satisfactory, full-time professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting. This experience must include relationship management and strong negotiation skills.

Business Analysis Experience (BNA): At least two (2) years of full-time satisfactory professional experience in the areas of requirements management, business systems design and modification, and business needs assessment and solutions. This experience must include knowledge of MS Office Suite, operating systems, testing methods and database types.

Analytics Experience (ALE): At least two (2) years of full-time satisfactory professional experience analyzing, disaggregating and synthesizing complex data, identifying and effectively communicating trends, and aligning data to business objectives. This experience must include knowledge of statistics, and analytical reporting.

Coaching Experience (COE): At least two (2) years of full-time satisfactory professional experience in any of the following coaching disciplines: Business, Executive, career coaching, performance coaching, or coaching for leadership.

Organizational Development Experience (ODE): At least two (2) years of full-time satisfactory professional experience in organizational capacity building strategies, learning and development, organizational assessment and diagnosis, large and small group facilitation, learning design, and designing and analyzing learning metrics.

Talent Development Experience (TDE): At least two (2) years of full-time satisfactory professional experience in full cycle recruitment, workforce planning, career pathing, skill gap analysis, developing and managing talent pipeline, succession planning, and performance management.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet the Selective Certification requirement(s) 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 on your correspondence.

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" folders 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 City 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. 10031; The Managerial Service.

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