



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED INFORMATION

APPLICATION
EDUCATION AND EXPERIENCE
TEST
FOREIGN EDUCATION
EVALUATION GUIDE
(IF APPLICABLE)

BILL DE BLASIO
Mayor

STACEY CUMBERBATCH
Commissioner

**NOTICE
OF
EXAMINATION**

EDUCATION OFFICER

Exam No. 5022

WHEN TO APPLY: From: February 4, 2015

APPLICATION FEE: \$68.00

To: February 24, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Candidates will be called to the multiple-choice test either **Friday, May 29, 2015 or Saturday, May 30, 2015.**

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES: Education Officers perform professional and/or supervisory work of various levels of responsibility in the planning and development of a program of the City School District of New York in one or more of the following areas: special education, career and occupational education, health, immunization, diagnostic and treatment services for parents and children, and liaison services with appropriate community agencies to assist pupils in adjusting to the school environment. Education Officers may assist in the administration of out-of-school programs in the foregoing areas. Education Officers utilize computers in the performance of these duties. All Education Officers perform related work.

(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 \$46,004 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on 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 file 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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be 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. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

The centers will be open Monday through Saturday 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

The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 7, 2015, Monday, February 9, 2015 and Monday, February 16, 2015.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications 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."

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 qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Education and Experience Requirements:

1. A master's degree from an accredited college in education, guidance, educational administration and supervision, or a related field; or
2. A baccalaureate degree from an accredited college **and** one of the following:
 - (A) one year of full-time satisfactory professional experience in educational program administration, career or occupational program administration; or
 - (B) one year of full-time satisfactory professional experience as a state certified or licensed teacher; or
3. A four-year high school diploma or its educational equivalent **and** five years of full-time satisfactory professional experience in educational program administration, career or occupational program administration; or
4. A combination of education and/or experience which is equivalent to the requirements in "1," "2," and "3" above. However, all candidates must have at least an approved four-year high school diploma or its educational equivalent.

Examples of qualifying experience in educational program administration: work with evaluation and testing; researching and writing educational grant proposals; administration of funded programs; educational research, and analysis of educational data; experience in early childhood Pre-K program support; coordination and/or administration of special education programs, student enrollment, youth development and school safety programs.

Examples of qualifying experience in career or occupational program administration: work in adult and continuing education programs; skill assessment for substitute teacher and paraprofessional candidates; and planning and preparation of training programs.

Classroom work in a capacity other than as a state certified or licensed teacher is not qualifying experience.

Note: If you wish to claim experience as a state certified or licensed teacher as described in "2 (B)" above, you **must** enter your teaching experience in **Section B** and your state teaching certification/license in **Section C** of the *Education and Experience Test*. When entering your state teaching certification/license, you **must** include the name of the state teaching certification/license, the state which issued the teaching certification/license, the date the teaching certification/license was issued, and the expiration date of the state teaching certification/license. **Only satisfactory full-time teaching experience gained while possessing a state teaching certification/license will be accepted.**

The education requirement must be met by June 30, 2015. The experience requirement and state teaching certification/license must be met by the last day of the Application Period (February 24, 2015).

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. 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.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2015 or experience and state teaching certification/license which you obtain after the end of the Application Period.

Residency: City residency is not required for this position.

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 the City of New York.

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 Test:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.5 (if applicable), B, and C (if applicable).** This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

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 located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/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 date for applying for this examination.

THE TEST: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 Education Officer. Task areas to be tested are as follows: plan and develop education programs; and program evaluation or implementation, such as grant proposals, educational testing and training; and data analysis and evaluation.

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

Written Expression - the ability to appropriately communicate information and ideas in written words and sentences so the intended audience will understand. This may involve reviewing and editing correspondence and other written materials. Example: An Education Officer may prepare reports, procedure manuals, letter correspondence, etc.

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 Education Officer may spot irregularities, such as seeing that a report has been filled out incorrectly.

Descriptive Statistics - the ability to apply given statistical formulas, including calculation of means, medians and modes. Example: An Education Officer may use statistical analyses to prepare fiscal requests, conduct economic studies, and perform management studies and workforce planning.

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. This also includes arithmetic reasoning. Example: An Education Officer may compute financial information used in reports.

Quantitative Analysis & Interpretation - the ability to analyze, interpret and understand the underlying principles and meaning of numerical data; recognize inconsistencies and errors in reports containing numerical data. May involve making projections. Example: An Education Officer may analyze and interpret data related to budget development, personnel related management and staffing, and organizational research related data sets, etc.

Planning & Organizing - the ability to establish a method of execution to accomplish a specific goal over an extended period of time; determine appropriate assignments and allocation of resources, including the ability to prioritize tasks and objectives based on importance, time constraints, etc. Example: An Education Officer may prepare budget proposals, determine the need for vendor services, and plan employment or recruitment programs, etc.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, 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 capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, 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 the test site 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, State issued identification card, 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.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the first date of the multiple-choice test. If you do not receive an Admission Notice at least 4 days before the first test date, you must go to the Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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 and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have the experience 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, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring the Compilation and Analysis of Educational Data:** One year of full-time satisfactory professional experience in the compilation and analysis of educational data. This experience must include advanced knowledge of statistical software packages, including but not limited to Statistical Analysis System (SAS) and Statistical Package for the Social Sciences (SPSS).
2. **Selective Certification for Positions Requiring the Researching and Writing of Education Grant Proposals:** One year of full-time satisfactory professional experience in the researching and writing of education grant proposals.
3. **Selective Certification for Positions Requiring Microsoft Excel:** One year of professional experience using Microsoft Excel. This experience must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables.
4. **Selective Certification for Positions Requiring Structured Query Language (SQL):** One year of professional experience using Structured Query Language (SQL). This experience must include advanced knowledge of SQL, including but not limited to joints, views, primary keys, foreign keys and stored procedures.

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 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 social security number, and the Selective Certification you are requesting on your correspondence.

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 the Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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 apply to this examination and are part of this Notice of Examination. They are posted and copies are available at nyc.gov/dcas and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 12633; Education Officer Occupational Group.

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