



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

ADMINISTRATIVE STAFF ANALYST

Exam No. 9058

WHEN TO APPLY: From: June 5, 2019

APPLICATION FEE: \$68.00

To: June 25, 2019

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

THE TEST DATE: Multiple-choice testing is expected to begin on **Wednesday, October 2, 2019.**

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

WHAT THE JOB INVOLVES:

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, Administrative Staff Analysts manage difficult and responsible professional work in the areas of budget, organizational research and personnel administration; manage budget work and the conduct of highly complex economic research and studies; manage organizational research work in the conduct of highly difficult and complex surveys and studies of organizational and operating problems of great difficulty and complexity, which may require the use of exceptionally difficult quantitative analysis, cost analysis and other research techniques, and make recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space; manage personnel work in such areas as personnel relations, recruitment, position classification, compensation, employee selection, employee benefits, management studies, workforce planning, EEO programs, performance evaluation, staff development, labor relations, and other related areas; determine the need for contractual services and work with the Agency Chief Contracting Officer to define the scope of such services, and to select and evaluate appropriate vendors; serve as deputy to the head of a division or unit and/or plan and manage the activities of one or more units or other subdivisions of professional and other staff; serve as agency budget officer; may be in full charge of an agency's organizational research activities; serve as agency personnel officer; or perform assignments equivalent to those described above. All personnel 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:

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

HOW TO QUALIFY:

This is a computer-based Qualifying Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results. 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 may not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (June 25, 2019).

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, or urban studies, or a Juris Doctor degree from an accredited law school, **and** two (2) years of satisfactory full-time professional experience 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, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management. Eighteen (18) months of this experience **must** have

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been in an executive, managerial, administrative, or supervisory capacity. Supervision **must** have included supervising staff performing professional work in the areas described above; **or**

2. A baccalaureate degree from an accredited college or university **and** four (4) years of satisfactory full-time professional experience in the areas described in "1" above, including the eighteen (18) months of executive, managerial, administrative, or supervisory experience as described in "1" above.

The education requirement must be met by June 30, 2019. The experience requirement must be met by the last day of the Application Period (June 25, 2019).

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.

In order to receive credit for the eighteen months of satisfactory, professional experience in **an executive, managerial, administrative, or supervisory capacity** as described above, for each employment you must have performed **at least seven (7)** of the tasks listed in **one (1)** of the following Task Categories of the **Administrative Staff Analyst Task Inventory**:

Task Category #	Task Category
0100.0000	Performs administrative, managerial, and/or executive duties in professional budget work, (budget administration, accounting, economic or financial administration, or fiscal or economic research; fiscal management) and/or supervises staff performing professional budget work. (31 Tasks)
0110.0000	Performs administrative, managerial, and/or executive duties in professional organizational research work (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation) and/or supervises staff performing professional organizational research work. (33 Tasks)
0120.0000	Performs administrative, managerial, and/or executive duties in professional personnel work, and/or supervises staff performing professional personnel work. (36 Tasks)

In order to receive credit for satisfactory, **professional** experience as described above, for each employment you must have performed **at least seven (7)** of the tasks listed in **one** of the following Task Categories of the **Administrative Staff Analyst Task Inventory**:

Task Category #	Task Category
0100.0000	Performs administrative, managerial, and/or executive duties in professional budget work, (budget administration, accounting, economic or financial administration, or fiscal or economic research; fiscal management) and/or supervises staff performing professional budget work. (31 Tasks)
0110.0000	Performs administrative, managerial, and/or executive duties in professional organizational research work (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation) and/or supervises staff performing professional organizational research work. (33 Tasks)
0120.0000	Performs administrative, managerial, and/or executive duties in professional personnel work, and/or supervises staff performing professional personnel work. (36 Tasks)
0200.0000	Performs professional work in the preparation and administration of agency/organization budgets and the conduct of economic research and studies (21 Tasks)
0210.0000	Performs professional work in organizational research (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation). (23 Tasks)
0220.0000	Performs professional work in personnel administration. (25 Tasks)

The complete Administrative Staff Analyst Task Inventory is as follows:

Administrative Staff Analyst Task Inventory

0100.0000	Performs administrative, managerial, and/or executive duties in professional budget work, (budget administration, accounting, economic or financial administration, or fiscal or economic research; fiscal management) and/or supervises staff performing professional budget work. (31 Tasks)
0100.0001	Plans and manages the functions of an economic studies or budgeting unit, department, or organization.
0100.0002	Coordinates and directs the work of staff in an economic studies or budgeting unit, department, or organization.

0100.0003	Performs general administrative duties in an economic studies or budgeting unit, department, or organization.
0100.0004	Supervises staff in an economic studies or budgeting unit, department, or organization.
0100.0005	Addresses training needs of staff in an economic studies or budgeting unit, department, or organization.
0100.0006	Plans, manages, and/or supervises the activities of staff preparing the group's or organization's budget proposals.
0100.0007	Plans, manages, and/or supervises the activities of staff evaluating the group's or organization's budget proposals.
0100.0008	Plans and manages the activities of one or more work groups monitoring and reporting on variances between planned and actual expenditures.
0100.0009	Plans, manages, and/or supervises the activities of staff preparing budget modifications.
0100.0010	Plans, manages, and/or supervises the activities of staff monitoring budget modifications.
0100.0011	Plans, manages, and/or supervises the activities of staff preparing staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0012	Plans, manages, and/or supervises the activities of staff engaged in economic research and studies.
0100.0013	Plans, manages, and/or supervises the activities of staff preparing fiscal reports, using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0014	Plans, manages, and/or supervises the activities of staff collecting and organizing data relative to the economic problems of the group or organization.
0100.0015	Plans, manages, and/or supervises the activities of staff analyzing, interpreting and presenting data relative to the economic problems of the group or organization.
0100.0016	Plans, manages, and/or supervises the activities of staff conducting complex research studies.
0100.0017	Oversees the preparation, examination, or analysis of data, records, or other electronic documents in an economic studies or budgeting unit, department, or organization.
0100.0018	Oversees the initiating, reviewing, processing, or approval process for budgets, bids, contracts, cost estimates and RFPs for an economic studies or budgeting unit, department, or organization.
0100.0019	Works with the organization's chief contracting officer to determine the scope of needed contractual services.
0100.0020	Works with the organization's chief contracting officer to select and evaluate the performance of appropriate vendors.
0100.0021	Performs the duties of an organization's budget officer or deputy to budget officer.
0100.0022	Prepares or oversees the preparation of reports on a unit's, department's, or organization's progress in meeting stated goals and objectives.
0100.0023	Prepares or oversees the preparation of charts, graphs and other related material.
0100.0024	Prepares or oversees the preparation of written material, i.e., reports, procedure manuals, forms.
0100.0025	Serves as a representative of an economic studies or budgeting unit, department or organization in meetings with other managers and higher-level administrative personnel.
0100.0026	Performs highly advanced technical or professional work involving specialized expertise in budgeting or economic studies.
0100.0027	Prepares or oversees the preparation of staff performance evaluations.
0100.0028	Monitors staff time and leave; prepares absence control reports.
0100.0029	Plans, manages, and/or supervises staff performing interviews related to budget and/or financial administration.
0100.0030	Serves as the head of a unit of professional and other staff engaged in budget and financial administration activities.
0100.0031	Plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in budget administration activities not listed above.
0110.0000	Performs administrative, managerial, and/or executive duties in professional organizational research work (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation) and/or supervises staff performing professional organizational research work. (33 Tasks)
0110.0001	Plans and manages the functions of an organizational research unit, department or organization.
0110.0002	Plans, manages, and/or supervises the activities of staff in an organizational research unit, department or organization.
0110.0003	Performs general administrative duties in an organizational research unit, department, or organization.
0110.0004	Addresses training needs of staff in an organizational research unit, department, or organization.
0110.0005	Plans, manages, and/or supervises the activities of staff collecting data related to organizational research.
0110.0006	Plans, manages, and/or supervises the activities of staff analyzing data related to organizational research for a group or organization.
0110.0007	Plans, manages, and/or supervises the activities of staff making required recommendations based on results of organizational research for a group or organization.
0110.0008	Plans, manages, and/or supervises the activities of staff engaged in economic research studies.
0110.0009	Plans, manages, and/or supervises the activities of staff engaged in financial research on the status of economic conditions in an agency or organization.
0110.0010	Plans, manages, and/or supervises the activities of staff performing difficult and responsible professional organizational work, management studies and complex

	surveys or administrative, procedural, and operational analyses including the evaluation of organizational structures, policies, programs, projects, procedures, and operations and operating problems.
0110.0011	Plans and manages employees using quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
0110.0012	Makes recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space.
0110.0013	Oversees the preparation, examination, or analysis of data, records, or other electronic documents in a unit, department, or organization.
0110.0014	Oversees the initiating, reviewing, processing, or approval process for budgets, bids, contracts, cost estimates and RFPs for an organizational research unit, department, or organization.
0110.0015	Determines the need for contractual services, working with the organization's chief contracting officer to define the scope of such services.
0110.0016	Works with the group or organization's chief contracting officer to select and evaluate the performance of appropriate vendors.
0110.0017	Plans, manages, and/or supervises the activities of one or more units or other subdivisions employing professional and other staff engaged in organizational research activities, coordinating their activities with those of other major organizational units.
0110.0018	Is in full charge of a group or organization's organizational research activities.
0110.0019	Collaborates with executive personnel in other groups and organizations concerning problems and activities in organizational research analysis.
0110.0020	Plans and manages the preparation of comprehensive reports of findings with recommendations for improved efficiency.
0110.0021	Plans and manages the installation and/or implementation of methods, systems, forms or procedures.
0110.0022	Plans and manages the preparation, maintenance and revision of system and procedure manuals and design of forms.
0110.0023	Plans and manages policies and procedures concerning the preparation of charts, graphs, and other related material.
0110.0024	Plans and manages policies and procedures concerning the preparation of periodic reports on group or organization programs.
0110.0025	Prepares or oversees the preparation of reports of a unit's, department's, or organization's progress in meeting stated goals and objectives.
0110.0026	Serves as a representative of an organizational research unit, department, or organization in meetings with other managers and higher-level administrative personnel.
0110.0027	Serves as the head of a unit of professional and other staff engaged in organizational research activities.
0110.0028	Performs highly advanced technical or professional work involving specialized expertise in personnel or human resources.
0110.0029	Plans, manages, and/or supervises staff performing interviews and organizational research procedures.
0110.0030	Prepares or oversees the preparation of written reports, correspondence, memoranda, records, etc.
0110.0031	Prepares or oversees the preparation of staff performance evaluations.
0110.0032	Monitors staff time and leave; prepares absence control reports.
0110.0033	Plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in organizational research activities not listed above.
0120.0000	Performs administrative, managerial, and/or executive duties in professional personnel work, and/or supervises staff performing professional personnel work. (36 Tasks)
0120.0001	Plans and manages the functions of a personnel or human resources unit, department, or organization.
0120.0002	Coordinates and directs the work of staff in a personnel or human resources unit, department, or organization.
0120.0003	Performs general administrative duties in a personnel or human resources unit, department, or organization.
0120.0004	Supervises staff in a personnel or human resources unit, department, or organization.
0120.0005	Addresses training needs of staff in a personnel or human resources unit, department, or organization.
0120.0006	Plans, manages, and/or supervises the activities of staff performing professional work in employment/recruitment program planning and/or administration.
0120.0007	Plans, manages, and/or supervises the activities of staff performing professional work in the administration of civil service lists.
0120.0008	Plans, manages, and/or supervises the activities of staff performing professional work in classification and compensation, including the development of proposals for changes in an organization's title structure and position descriptions.
0120.0009	Plans, manages, and/or supervises the activities of staff performing professional work in employee selection.
0120.0010	Plans, manages, and/or supervises the activities of staff performing professional work in employee benefits and/or health insurance, and/or unemployment insurance.
0120.0011	Plans, manages, and/or supervises the activities of staff performing professional work in occupational safety programs.
0120.0012	Plans, manages, and/or supervises the activities of staff performing professional personnel work in personnel relations.
0120.0013	Plans and manages the activities of staff performing professional work in labor relations.
0120.0014	Plans, manages, and/or supervises the activities of staff performing professional work in management studies, and workforce planning.

0120.0015	Plans, manages, and/or supervises the activities of staff performing professional work in Equal Employment Opportunity programs.
0120.0016	Plans, manages, and/or supervises the activities of staff performing professional work in performance evaluation and staff development.
0120.0017	Plans, manages, and/or supervises the activities of staff performing professional work in employee orientation and/or training programs.
0120.0018	Plans, manages, and/or supervises the activities of staff performing professional work in programs such as blood drives, charitable collections, and coordinating volunteer charitable activities.
0120.0019	Plans, manages, and/or supervises the activities of staff collecting and analyzing data related to personnel management and staffing, making recommendations as required.
0120.0020	Plans, manages, and/or supervises the activities of staff performing advanced technical or professional work involving specialized expertise in personnel or human resources.
0120.0021	Plans, manages, and/or supervises professional personnel administration and liaison work concerning multi-organizational, group, or organizational personnel programs (e.g., occupational safety, blood, health and/or unemployment insurance, etc.).
0120.0022	Plans and manages the activities of staff developing valid personnel testing programs in accordance with professional standards.
0120.0023	Plans and manages the activities of staff administering personnel testing programs, preparing associated test materials, as required.
0120.0024	Oversees the preparation, examination, or analysis of data, records, or other electronic documents in a personnel or human resources unit, department, or organization.
0120.0025	Oversees the initiating, reviewing, processing, or approval process for budgets, bids, contracts, cost estimates and RFPs for a personnel or human resources unit, department, or organization.
0120.0026	Determines the need for contractual services and works with the organization's chief contracting officer to define the scope of such services.
0120.0027	Works with the agency's or organization's chief contracting officer to select and evaluate the performance of appropriate vendors.
0120.0028	Serves as head of a division or unit of professional and other staff engaged in personnel administration activities.
0120.0029	Performs the duties of an agency personnel officer or performs assignments equivalent to those of that assignment.
0120.0030	Prepares or oversees the preparation of written reports, correspondence, memoranda, records, etc.
0120.0031	Prepares or oversees the preparation of staff performance evaluations.
0120.0032	Monitors staff time and leave; prepares absence control reports.
0120.0033	Conducts or oversees staff conducting selection interviews, reviews qualification requirements, and/or makes recommendations related to position classification, civil service examinations, civil service list creation, and/or recruitment.
0120.0034	Serves as a representative of a personnel or human resources unit, department or organization in meetings with other managers and higher-level administrative personnel.
0120.0035	Performs highly advanced technical or professional work involving specialized expertise in human resources or personnel.
0120.0036	Plans and manages the activities of one or more units or other subdivisions employing professional and other staff engaged in personnel administration activities not listed above.
0200.0000	Performs professional work in the preparation and administration of agency/organization budgets and the conduct of economic research and studies. (21 Tasks)
0200.0001	Prepares the group or organization's budget proposals.
0200.0002	Evaluates the group or organization's budget proposals.
0200.0003	Prepares budget modifications.
0200.0004	Monitors the progress of budget modifications.
0200.0005	Prepares staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0200.0006	Prepares fiscal requests, using statistical analyses and cost effectiveness techniques to make recommendations.
0200.0007	Collects and analyzes data related to budget development and makes recommendations, as required, with supervisor's guidance.
0200.0008	Prepares analyses of possible program expenditure options in designated areas.
0200.0009	Prepares monthly and cumulative expenditure and revenue reports.
0200.0010	Prepares summary reports on expenditures comparing projected and actual figures.
0200.0011	Collects and organizes data relative to economic problems.
0200.0012	Analyzes, interprets and presents data relative to economic problems.
0200.0013	Serves as a representative, liaison, consultant or expert on major professional or technical matters in an economic studies or budgeting unit, department, or organization.
0200.0014	Performs advanced technical or professional work involving specialized expertise in economic studies or budgeting.
0200.0015	Performs the duties of a deputy to the organization's budget officer or head of a division or unit engaged in budgeting work.
0200.0016	Performs the duties of a deputy to the head of a division or unit engaged in economic research and studies.
0200.0017	Prepares charts, graphs and other related material.
0200.0018	Prepares written material, i.e., reports, procedure manuals, forms.
0200.0019	Conducts financial research on the status of the economic conditions in an agency or organization.
0200.0020	Conducts interviews related to budget and/or financial administration.

0200.0021	Under supervisor's guidance, performs other professional budget administration duties comparable to those listed above.
0210.0000	Performs professional work in organizational research (e.g., administrative, procedural and operational studies and analyses, management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation). (23 Tasks)
0210.0001	Collects data related to organizational research.
0210.0002	Analyzes data related to organizational research.
0210.0003	Makes required recommendations based on results of organizational research.
0210.0004	Conducts economic research studies.
0210.0005	Plans and/or conducts professional organizational research.
0210.0006	Uses quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
0210.0007	Helps develop recommendations to obtain optimum efficiency in the utilization of staff, machines, equipment and space.
0210.0008	Helps to determine the need for contractual services and defines the scope of such services.
0210.0009	Helps to select and evaluate the performance of appropriate vendors.
0210.0010	Serves as a representative or consultant on major professional or technical matters in a personnel or human resources unit, department, or organization.
0210.0011	Performs advanced technical or professional work involving specialized expertise in personnel or human resources.
0210.0012	Performs the duties of a deputy to the head of a division or unit of professional and other staff engaged in organizational research.
0210.0013	Collects data on organizational structures, operational and accounting systems, procedures, and programs, utilization of management information systems, machines and equipment, forms, records, performance standards and/or staffing requirements.
0210.0014	Analyzes data on organizational structures, operational and accounting systems, procedures, and programs, utilization of management information systems, machines and equipment, forms, records, performance standards and/or staffing requirements.
0210.0015	Prepares comprehensive reports of findings with recommendations for improved efficiency.
0210.0016	With supervisor's guidance, installs and/or implements methods, systems, forms or procedures.
0210.0017	Prepares, maintains and revises system and procedure manuals; designs forms.
0210.0018	Prepares charts, graphs and other related material.
0210.0019	Prepares periodic or special reports on group or organization programs.
0210.0020	Prepares written material, i.e., reports, procedure manuals, forms.
0210.0021	Conducts financial research on the status of the economic conditions in an agency or organization.
0210.0022	Conducts interviews and operational studies on organizational research procedures.
0210.0023	Under supervisor's guidance, performs other professional organizational research duties comparable to those listed above.
0220.0000	Performs professional work in personnel administration. (25 Tasks)
0220.0001	Performs professional work in employment/recruitment program planning and/or administration.
0220.0002	Performs professional work in the administration of civil service lists.
0220.0003	Performs professional work in position classification and compensation, including the development of proposals for changes in an organization's title structure and position descriptions.
0220.0004	Performs professional work in employee selection.
0220.0005	Performs professional work in employee benefits and/or health insurance, and/or unemployment insurance.
0220.0006	Performs professional work in occupational safety programs.
0220.0007	Performs professional work in personnel relations and/or labor relations.
0220.0008	Performs professional work in labor relations.
0220.0009	Performs professional work in management studies, and workforce planning.
0220.0010	Performs professional work in Equal Employment Opportunity programs.
0220.0011	Performs professional work in performance evaluation and staff development.
0220.0012	Performs professional work in employee orientation and/or training programs.
0220.0013	Performs professional work in programs such as blood drives, charitable collections, and coordinating volunteer charitable activities.
0220.0014	Performs data collection, analysis, interpretation, and/or presentation related to personnel management and staffing, making recommendations as required.
0220.0015	Performs advanced technical or professional work involving specialized expertise in personnel or human resources.
0220.0016	Performs professional personnel administration and liaison work concerning multi-organizational, group, or organization personnel programs (e.g., occupational safety, blood, health and/or unemployment insurance, etc.).
0220.0017	Assists supervisor in determining the need for contractual services, assisting a supervisor to define the scope of such services.
0220.0018	Assists supervisor in the selection and performance evaluation of appropriate vendors.
0220.0019	Develops valid personnel testing programs in accordance with professional standards.
0220.0020	Administers personnel testing programs, preparing associated test materials, as required.

0220.0021	Serves as a representative or consultant on professional or technical matters in a personnel or human resources unit, department, or organization.
0220.0022	Performs the duties of a deputy to the head of a division or unit of professional and other staff engaged in personnel administration activities.
0220.0023	Prepares written reports, correspondence, memoranda, records, etc.
0220.0024	Conducts selection interviews, reviews qualification requirements, and/or makes recommendations related to position classification, civil service examinations, civil service list creation, and/or recruitment.
0220.0025	Under supervisor's guidance, performs other professional personnel administration duties comparable to those listed above.

You have until midnight Eastern time on the last day of the Application Period (June 25, 2019) to clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it in the Online Application System (OASys). Once you submit your Education and Experience Test in OASys, you will not be permitted to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after June 30, 2019 or experience which you obtain after the end of the Application Period (June 25, 2019).

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 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 June 30, 2019. (For more information, see **Item #3** in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

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 the City of New York.

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>

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

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

Special Circumstances Guide: This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.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."

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 the abilities determined to be important to the performance of the tasks of an Administrative Staff Analyst (ASA). Task areas to be tested are as follows: applying interpersonal abilities and skills to a variety of problems that occur; applying managerial and administrative abilities and skills to a variety of problems that occur, which includes solving a variety of organizational problems related to economic studies, budget work, organizational research, and human resources; solving problems by integrating or combining both interpersonal and administrative skills; solving problems regarding the communication of information to others within and/or outside of the organization; designing policies and procedures for use at levels that may range from within the individual work group to citywide implementation; and analyzing and interpreting data in areas such as economic studies, budget work, organizational research, and human resources.

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

Analysis - Identifying and analyzing data and information in order to solve a variety of technical and managerial problems. Example: An ASA may design and conduct research with regard to problems and potential solutions, and combine and relate data from various sources.

Examination and Verification of Data - Examining various sources of information, data, reports, etc. to identify problems, trends, etc. in adherence to policies, procedures, regulations, etc. Example: An ASA may verify and establish the accuracy of data, and determine whether data complies with various agency, state, and federal policies' standards.

Managerial Problem Solving - Applying managerial principles to solve problems. Example: An ASA may apply policies and procedures to solve problems and resolve issues with regard to administrative and managerial issues, plan and organize work activities, establish courses of action, and establish procedures to monitor and regulate processes, tasks, or activities.

Judgment - Identifying problems or issues and gathering information relevant to making a decision for action. Example: An ASA may identify and present reasonable solutions and appropriate judgments that directly address issues, know when to escalate issues, develop alternative courses of action, and make decisions based on factual information.

Resource Allocation - Using data and information to make decisions about the allocation of resources. Example: An ASA may allocate personnel, equipment, and money, and plan proper assignments for personnel.

Internal Interpersonal Relations - Solving interpersonal problems involving agency employees. Example: An ASA may solve interpersonal problems when representing the work unit internally, solve problems and make effective decisions with regard to interpersonal interactions with others within the immediate work unit and within the agency, choose behaviors that reflect positively on the reputation of the work unit and agency, act in a responsible manner, be sensitive to the impact of actions, and recognize the impact of decisions on other departments or units in organizations.

External Interpersonal Relations - Solving interpersonal problems when representing the work unit externally. Example: An ASA may solve problems and make effective decisions with regard to interpersonal interactions with others such as the general public, borough presidents, city council, federal agencies, state agencies, and other agencies, choose behaviors that reflect positively on the reputation of the city and agency, and act in a responsible manner.

Supervising - Solving supervisory problems involving both formal and informal supervision. Example: An ASA may direct and coordinate work, including working with interns or other assigned personnel.

Teamwork - Working with others to solve problems when assigned to agency teams. Example: An ASA may cooperate with personnel and leaders on teams, and when assigned as leader of a team, direct and coordinate work in an effective manner.

Numerical Facility - Solving problems involving the analysis and interpretation of numerical data. Example: An ASA may manipulate numbers using addition, subtraction, multiplication, and division, and understand and apply simple statistical concepts.

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

The test will assess managerial abilities. In order to answer these multiple-choice questions, candidates may be required to compile, compare, and evaluate information derived from a number of different sources; determine which information is relevant to the problem and/or issues presented in the question, and choose the best solution to the question or problem. A passing score on the test will satisfy the requirement that the candidates pass a qualifying test for entry into the Managerial Service.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail 14 days before the date which testing is expected to begin. Your Admission Notice will also be available on your Dashboard in the Online Application System (OASys) account 7 days before the date on which testing is expected to begin. If you access the Admission Notice from your Dashboard in OASys, you must print it out and bring it with you to the test site; displaying your Admission Notice using any of the prohibited electronic devices referenced in the "Warning" section below will not be permitted. You can also obtain a duplicate Admission Notice in person Monday through Friday from 9:00 AM to 5:00 PM at 1 Centre Street, 14th Floor, New York, NY 10007. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with electronic devices including, but 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 capabilities 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 & Applications 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 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 in-person or by mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. 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

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 multiple-choice test and meet the minimum requirements, 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 mail 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: http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml.

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 in person or 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 Foreign Language and/or American Sign Language:

If you can speak a foreign language and/or know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Selective Certification for License, Certificate, or Registration:

If you have a license, certificate or registration listed below, you may be considered for appointment to positions requiring this license, certificate or registration through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license, certificate or registration. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your license, certificate or registration will be checked by the appointing agency at the time of appointment. This license, certificate, or registration must be maintained for the duration of your employment.

1. A valid certificate in Social/Behavioral Research with Human Subjects from the Collaborative Institutional Training Initiative (CITI Program). **(RSR)**
2. A valid Certified Internal Auditor certificate issued by the Institute of Internal Auditors (IIA). **(CIA)**
3. A valid New York State Certified Public Accountant license. **(PAL)**

4. A valid New York State Professional Engineer's License. **(PEC)**
5. A valid New York State Registration as a Licensed Clinical Social Worker (LCSW). **(LCS)**
6. A valid New York State Registration as a Licensed Master Social Worker (LMSW). **(LMS)**
7. A valid New York State Registration as an Architect. **(NYA)**

Selective Certification for Certification:

If you have a certification listed below, you may be considered for appointment to positions requiring this certificate and/or certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certification will be checked by the appointing agency at the time of appointment. This certification must be maintained for the duration of your employment.

1. A valid certification issued by the Institute for Public Procurement Certification (NIGP). **(PPI)**
2. A valid certification issued by the Project Management Institute (PMI). **(PMI)**
3. A valid certification issued by the Society for Human Resource Management (SHRM). **(SRM)**
4. A valid certification issued or recognized by the Registry for Interpreters of the Deaf (RID). **(RID)**
5. A valid Certified Business Analysis Professional (CBAP) certification from the International Institute of Business Analysis (IIBA). **(CBA)**
6. A valid Certified in Healthcare Compliance (CHC) certification from the Health Care Compliance Association (HCCA). **(CHC)**
7. A valid Certified Professional Public Buyer (CPPB) certification or a valid Certified Public Procurement Officer (CPPO) certification from the Universal Public Procurement Certification Council (UPPCC) or a valid Certified Purchasing Manager (CPM) certification from the Institute for Supply Management® (ISM®). **(PPC)**
8. A valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate. **(ICS)**
9. A valid Information Technology Infrastructure Library (ITIL) certification from Axelos. **(39E)**
10. A valid Lean Six Sigma Greenbelt certification or higher from the International Association for Six Sigma Certification (IASSC). **(LSS)**

Selective Certification for Special Education, License, Registration and/or Special Experience:

In addition to meeting the qualification requirements under "How to Qualify" for Administrative Staff Analyst, you may be considered for appointment to positions requiring special education, license, registration and/or special experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this special education, license, registration and/or special experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your special education, license, registration and/or special experience will be checked by the appointing agency at the time of appointment.

1. **Selective Certification for Positions Requiring Bridge Experience (BRS):** A valid New York State Professional Engineer's License **and** eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in the design, construction, maintenance and/or inspection of bridges.
2. **Selective Certification for Positions Requiring Budget Experience (BGT):** Eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.
3. **Selective Certification for Positions Requiring City/Urban Planning and Design Experience (UPD):** Eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in such areas as planning, design, research, investigations and/or studies related to urban design development programs.
4. **Selective Certification for Positions Requiring Code, Zoning, or Structural Building Assessment Experience (CZS):** A valid New York State Professional Engineer's License **or** a valid New York State Registration as an Architect **and** eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in NYC Construction Codes, NYC Zoning Resolution Interpretation, International Building Code, or Structural Building Assessment.
5. **Selective Certification for Positions Requiring Environmental Experience (EEL):** A valid New York State Professional Engineer's License **and** eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in wastewater treatment, sanitary engineering, water treatment, landfill design/construction and ground water treatment.

6. **Selective Certification for Positions Requiring Experience Administering the Non-Medical Aspects of a Public Health District, Facility, or Program (NMA):** A baccalaureate degree from an accredited college or university and five (5) years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which **must** have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work.
7. **Selective Certification for Positions Requiring Experience as a Landscape Architect in Charge of a Major Design or Field Division (LNS):** A valid New York State Registration as a Landscape Architect and six (6) years of satisfactory full-time paid experience in landscape architectural work, at least two (2) years of which **must** have been in an administrative, managerial, supervisory, or consultative capacity.
8. **Selective Certification for Positions Requiring Experience as a Public Information Representative or Director of Public Information at an Agency or Organization (PIR):** (1) A Baccalaureate degree from an accredited college or university with 24 credits in English, journalism or public relations, plus five (5) years of satisfactory full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or (2) A combination of education and/or experience which is equivalent to "(1)" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.
9. **Selective Certification for Positions Requiring Experience as an Architect in Charge of a Major Design or Field Division (EAC):** A valid New York State Registration as an Architect and six (6) years of satisfactory full-time paid experience in architectural work, at least two (2) years of which **must** have been in an administrative, managerial, supervisory, or consultative capacity.
10. **Selective Certification for Positions Requiring Experience as an Engineer in Charge of a Major Design or Field Division (APC):** A valid New York State License as a Professional Engineer and six (6) years of satisfactory full-time paid experience in civil, mechanical, electrical, chemical or air pollution control engineering work, at least two (2) years of which **must** have been in an administrative, managerial, supervisory, or consultative capacity.
11. **Selective Certification for Positions Requiring Experience Directing an Accounting Division (DAD):** (1) A baccalaureate degree from an accredited college or university including or supplemented by 24 credits in accounting, including one course each in advanced accounting and auditing and four (4) years of satisfactory full-time professional accounting or auditing experience, at least 18 months of which **must** have been in an administrative, managerial, or executive capacity or supervising a staff performing accounting or auditing work; or (2) A valid New York State Certified Public Accountant license and at least 18 months of satisfactory full-time professional accounting or auditing experience in an administrative, managerial or executive capacity or supervising a staff performing accounting or auditing work.
12. **Selective Certification for Positions Requiring Experience Directing an Auditing Division (AUD):** (1) A baccalaureate degree from an accredited college or university including or supplemented by 24 credits in accounting, including one course each in advanced accounting, auditing and cost accounting and five (5) years of satisfactory full-time experience in management auditing, EDP auditing, financial accounting and/or financial auditing, at least 18 months of which **must** have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors; or (2) A valid Certified Public Accountant License or a certificate as a Certified Internal Auditor and four (4) years of satisfactory full-time experience as indicated in "(1)" at least 18 months of which **must** have been in an administrative, managerial or executive capacity or in the supervision of several teams of auditors.
13. **Selective Certification for Positions Requiring Experience Directing an Organizational Segment or Regional Office of a Large Social Services Agency (EDO):** (1) A baccalaureate degree from an accredited college or university and four (4) years of satisfactory full-time progressively responsible experience, including one year at the administrative or managerial level in a large governmental agency, business firm, civic or community organization operating in the area of social services; or (2) Education and/or experience equivalent to "(1)" above. Graduate education or a license may substitute for up to a maximum of three years of experience in the area of social services, but not for the one year of experience at the administrative or managerial level as described in "1" above, as follows: (A) a master's degree from an accredited college or university in accounting, business, child welfare, counseling, economics, education, finance, human resources, labor relations, management, management science, nursing, operations research, organizational behavior, personnel or public administration, political science, psychology, sociology, social work, statistics, and/or urban studies may substitute for two years of experience; and/or (B) graduate education beyond the baccalaureate degree may be substituted at the rate of 30 semester credits from an accredited college or university in the area(s) listed in "2(A)" above for each year of experience, up to a maximum of three years; or (C) a valid New York State Registration as a Licensed Clinical Social Worker (LCSW) or Licensed Master of Social Work (LMSW) may substitute for three years of experience. However, all candidates must have a baccalaureate degree from an accredited college or university and the one year of experience at the administrative or management level as described in "(1)" above.
14. **Selective Certification for Positions Requiring Experience in Analytics (ALE):** At least two (2) years of satisfactory full-time 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.

15. **Selective Certification for Positions Requiring Experience in Business Analysis (BNA):** At least two (2) years of satisfactory full-time 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.
16. **Selective Certification for Positions Requiring Experience in Business Relationship Management (BRE):** At least three (3) years of satisfactory full-time experience in the areas of Business Relationship management including strategic business relationships, stakeholder relations; IT service and strategies, service quality management and/or other related areas.
17. **Selective Certification for Positions Requiring Experience in Call Center Management (CCX):** At least three (3) years of satisfactory full-time experience in call center management or related areas.
18. **Selective Certification for Positions Requiring Experience in Child Welfare (CWC):** At least eighteen (18) months of satisfactory full-time professional administrative, managerial or supervisory experience working in a child welfare program and/or institution(s) in budget administration, economic or financial administration, fiscal or economic research; 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, or related area.
19. **Selective Certification for Positions Requiring Experience in Coaching (COE):** At least two (2) years of satisfactory full-time professional experience in any of the following coaching disciplines: Business, Executive, career coaching, performance coaching, or coaching for leadership.
20. **Selective Certification for Positions Requiring Experience in Compliance (BCC):** At least one (1) year of satisfactory full-time professional experience in conducting compliance reviews; preparing compliance reports that identify issues; providing recommendations using quantitative and qualitative data collection; and establishing, developing, and facilitating compliance trainings on regulatory requirements.
21. **Selective Certification for Positions Requiring Experience in Cost/Price Analysis and Negotiation (ANE):** At least eighteen (18) months of satisfactory full-time experience with negotiating prices by analyzing proposers' costs, including labor, material, and general and administrative expenses to achieve best in class pricing utilizing one or more of the following techniques: comparing prices to other proposers within a competitive procurement; comparing prices to existing contracts, including citywide agreements for the same or similar services; reviewing proposers' program plans for process efficiencies, and/or utilizing information such as indices published by the Bureau of Labor Statistics.
22. **Selective Certification for Positions Requiring Experience in Data Analysis (DAA):** At least two (2) years of satisfactory full-time experience importing, cleaning, transforming, validating and/or modeling data with the purpose of drawing conclusions from the data for decision-making purposes; designing and presenting conclusions gained from analyzing data using statistical tools such as Microsoft Excel, Access and report writing using Crystal Reports, SQL Server Reporting Services, Microsoft Access Reports, etc.
23. **Selective Certification for Positions Requiring Experience in Data Visualization (DAV):** At least two (2) years of satisfactory full-time experience setting the business context for interpreting data and clarifying and defining that message for stakeholders and non-analysts in order to drive business decisions. This experience **must** include utilizing data visualization tools such as Tableau, QlikView, etc.
24. **Selective Certification for Positions Requiring Experience in Educational Administration (EAE):** (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, or a closely related field, **and** two (2) years of satisfactory full-time professional experience for educational program(s) and/or institution(s) in budget administration, 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 which **must** have been in an executive, managerial, administrative or supervisory capacity. Supervision **must** have included supervising staff performing professional work in the areas described above; **or** (2) A baccalaureate degree from an accredited college **and** four (4) years of satisfactory full-time professional experience as described in "(1)" above, including the 18 months of executive, managerial, administrative or supervisory experience described in "1" above.
25. **Selective Certification for Positions Requiring Experience in Emergency Preparedness and Response (EMR):** At least two (2) years of satisfactory full-time supervisory and/or oversight experience for the development and implementation of citywide emergency preparedness and response plans, protocols, operational tools, training and exercises, evaluation and other activities.
26. **Selective Certification for Positions Requiring Experience in Finance and Budget (FAB):** At least three (3) years of satisfactory full-time experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.

27. **Selective Certification for Positions Requiring Experience in Financial Management (FNC):** At least two (2) years of satisfactory full-time professional experience in financial planning, forecasting, or financial reporting.
28. **Selective Certification for Positions Requiring Experience in Human Resources (HRM):** At least three (3) years of satisfactory full-time experience in a government agency in the areas of personnel administration including performance evaluation, workforce planning, recruitment, position classification, personnel management, training, employment testing, labor and management relations, employee benefits and/or EEO.
29. **Selective Certification for Positions Requiring Experience in Information Technology (IXT):** At least three (3) years of satisfactory full-time experience in Information Technology and/or related areas.
30. **Selective Certification for Positions Requiring Experience in IT Project Management (870):** At least three (3) years of satisfactory full-time experience in the areas of IT project and/or program management.
31. **Selective Certification for Positions Requiring Experience in Managing Budgets (ANB):** At least one (1) year of satisfactory full-time experience in the preparation and administration of agency budgets including conducting complex economic research and studies.
32. **Selective Certification for Positions Requiring Experience in Media, Theatre, Film and/or Broadcasting (MBE):** At least three (3) years of satisfactory full-time experience in the areas related to Media, Theatre, Film, Broadcasting and/or related areas.
33. **Selective Certification for Positions Requiring Experience in Organizational Change in Mental Health Service Providers and Networks (MHO):** At least two (2) years of satisfactory full-time experience assisting community-based organizations or other service providers implement quality improvement processes or other organizational changes to optimize mental health treatment services, development and service delivery systems.
34. **Selective Certification for Positions Requiring Experience in Organizational Development (ODE):** At least three (3) years of satisfactory full-time experience in the areas of Organizational Development, Learning and Development, Large and Small Group Facilitation, Learning Design, Employee Engagement, Talent Management, Training and/or related areas.
35. **Selective Certification for Positions Requiring Experience in Personnel Administration for a Child Welfare Program (PEM):** At least eighteen (18) months of satisfactory full-time professional administrative, managerial or supervisory experience working in a child welfare program and/or institution(s) in personnel administration which includes planning and coordinating personnel activities performing such tasks as personnel relations, performance evaluation, workforce planning, recruitment, position classification, personnel management, training, employment testing, labor and management relations, and employee benefits.
36. **Selective Certification for Positions Requiring Experience in Planning, Developing, and Directing Day Care Services (PDD):** A master's degree from an accredited college or university with a major in early childhood education and five (5) years of satisfactory full-time paid experience as the director of a school devoted largely or exclusively to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education, or with equivalent experience in a consultative capacity. The education background **must** include at least 30 semester hours in approved educational courses, of which 12 semester hours must have been in supervised student practice teaching in a nursery school, a kindergarten or in the primary grades.
37. **Selective Certification for Positions Requiring Experience in Procurement (TPE):** At least three (3) years of satisfactory full-time experience processing Procurement documents and contracts including but not limited to hardware, software, and IT services.
38. **Selective Certification for Positions Requiring Experience in Project Management (PMX):** At least two (2) years of satisfactory full-time professional experience managing projects which involves the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimates, risk management, and project monitoring and reporting. This experience **must** include relationship management and negotiation skills.
39. **Selective Certification for Positions Requiring Experience in Scientific or Public Health Research (SPH):** A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or public health and eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in physical, biological or environmental science or public health research.
40. **Selective Certification for Positions Requiring Experience in Specialized Procurement Management & Analysis (PMA):** At least eighteen (18) months of satisfactory full-time experience in supervision or management of procurements related to government or City contracts. This may include the development of procedures and administration of contract and procurement activities, and management of contracting functions and negotiations of prices and terms with vendors, contractors, and suppliers.
41. **Selective Certification for Positions Requiring Experience in Talent Development (TDE):** At least two (2) years of satisfactory full-time professional experience in full cycle recruitment, workforce planning, career pathing, skills gap analysis, developing and managing talent pipelines, succession planning, and performance management.

42. **Selective Certification for Positions Requiring Experience in Telecommunications Franchise Administration (TFA):** At least three (3) years of satisfactory full-time experience in the areas of Telecommunications Franchise administration and/or related areas.
43. **Selective Certification for Positions Requiring Experience in the Non-Medical Aspects of a Health District, Facility, or Program (NMP):** At least one (1) year of satisfactory full-time experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, or other patient care facility, or in a public health, environmental health, or mental hygiene program, engaged in the preparation and administration of budgets, contracts, and/or grants; and/or, in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analyses; and/or in personnel administration, and such experience was not part of your baccalaureate degree program.
44. **Selective Certification for Positions Requiring Experience in Training (TRN):** At least two (2) years of satisfactory full-time professional experience in training or leading training teams.
45. **Selective Certification for Positions Requiring Experience Using GIS (GIS):** At least one (1) year of satisfactory full-time experience analyzing data using GIS to perform geospatial data analysis and/or the maintenance of geospatial data.
46. **Selective Certification for Positions Requiring Experience Using R (SAE):** At least one (1) year of satisfactory full-time experience analyzing data using R to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
47. **Selective Certification for Positions Requiring Experience Using SAS (SAS):** At least one (1) year of satisfactory full-time experience analyzing data using SAS to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
48. **Selective Certification for Positions Requiring Experience Using SPSS (SPS):** At least one (1) year of satisfactory full-time experience analyzing data using SPSS to perform data management and data cleaning, perform basic statistics such as calculating proportions, means and medians, and conduct bivariate analysis.
49. **Selective Certification for Positions Requiring Municipal Experience (MGE):** At least one (1) year of 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.
50. **Selective Certification for Positions Requiring Organizational Research Experience (ANO):** Eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.
51. **Selective Certification for Positions Requiring Personnel Administration Experience (ANP):** Eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in personnel administration which includes planning and coordinating personnel activities for personnel performing such tasks as personnel relations, performance evaluation, workforce planning, recruitment, position classification, personnel management, training, employment testing, labor and management relations, and employee benefits.
52. **Selective Certification for Positions Requiring Sewer and/or Water Experience (ESW):** A valid New York State Professional Engineer's License and eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in sewer work, e.g., sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects.
53. **Selective Certification for Positions Requiring Transit Experience (TAS):** Eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in the field of mass transit.
54. **Selective Certification for Positions Requiring Tunnel Experience (TUN):** A valid New York State Professional Engineer's License and eighteen (18) months of satisfactory full-time professional administrative, managerial, or supervisory experience in tunnel work, e.g., hydraulic design for water conveyance tunnel and water retaining structure sizing, tunnel alignment development, geotechnical analysis, or design for tunnel bore machine launch and retrieval shafts.

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.

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.

Special Insert: Guide for Completing the Online Examination
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This online examination consists of the following sections:

- Application, including the Notice of Examination and payment of fee
- Education Level
- Employment/Work Experience
- Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the Overview and Frequently Asked Questions (FAQs), which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. **Prior to Applying for the Examination:** This examination requires all candidates to meet the Education and Experience Requirements listed in the **HOW TO QUALIFY** section on page 1 of this Notice of Examination (NOE). All candidates **must** meet the following:

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, or urban studies, or a Juris Doctor degree from an accredited law school, **and** two (2) years of satisfactory full-time professional experience 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, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management. Eighteen (18) months of this experience must have been in an executive, managerial, administrative, or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**
2. A baccalaureate degree from an accredited college or university **and** four (4) years of satisfactory full-time professional experience in the areas described in "1" above, including the eighteen (18) months of executive, managerial, administrative, or supervisory experience as described in "1" above.

If you do not meet the Education and Experience Requirements, you **will** be found **NOT QUALIFIED** and your application fee will not be refunded.

2. **Completing the APPLICATION:** You **must** complete the application and examination by midnight, Eastern time, of the last day of the application period. **Your application is not complete until you pay the Application Fee.** If you do **not** complete your application, which includes payment of the application fee, there will be no record that you applied for the examination. Once you complete your application, you will be automatically directed to the **Online Education and Experience Test**, where you may save your education and experience.

3. **Completing the ONLINE EDUCATION AND EXPERIENCE TEST:**

A. Completing the EDUCATION section: For each degree you select, you must fill out the information requested. If you were educated in a foreign country, you must have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from June 30, 2019. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did not submit a foreign education evaluation, your examination will be re-scored and you may be found "Not Qualified" and your application fee will not be returned.

B. Completing the EXPERIENCE section: For each job you must fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job, you must select the tasks you performed from the tasks listed. There are two types of experience:

Executive, Managerial, Administrative, or Supervisory Experience: In order to receive credit for the eighteen (18) months of executive, managerial, administrative, or supervisory experience, for each job you must select **at least seven (7)** tasks from the tasks listed under **either** Task Category #0100.0000 **or** Task Category #0110.0000 **or** Task Category #0120.0000. For example, if you select three (3) tasks from Task Category #0100.0000 and you select four (4) tasks from Task Category #0110.0000 for a job, the job will **not** receive credit.

Professional Experience: In order to receive credit for professional experience, for each job you must select **at least seven (7)** tasks from the tasks listed under **either** Task Category #0100.0000 **or** Task Category #0110.0000 **or** Task Category #0120.0000 **or** Task Category #0200.0000 **or** Task Category #0210.0000 **or** Task Category #0220.0000. For example, if you select three (3) tasks from Task Category #0200.0000 **and** you select four (4) tasks from Task Category #0210.0000 for a job, the job will **not** receive credit.

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 & Applications Centers.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10026; The Managerial Service.

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