



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ADMINISTRATIVE STAFF ANALYST

Exam No. 9536

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

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee who **on the first date of the multiple-choice test:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Associate Staff Analyst **or** Associate Education Analyst, **or** Associate Public Information Specialist, **or** Consultant (Early Childhood Education); **or**
2. is employed in the non-competitive title of City Research Scientist, **or** Director of Tenant and Community Affairs, **or** Assistant Director of Intergroup Relations, **or** Supervising Systems Analyst (HMH); **and**
3. is not otherwise ineligible.

The admission of employees in the competitive class titles of Associate Education Analyst, Associate Public Information Specialist, and Consultant (Early Childhood Education) is on a collateral basis pursuant to New York Civil Service Law §52(1) for this examination only. The admission of employees in the non-competitive class titles of City Research Scientist, Director of Tenant and Community Affairs, Assistant Director of Intergroup Relations, and Supervising Systems Analyst (HMH) is pursuant to New York Civil Service Law §52(12) for this examination only. These admissions are not considered precedent for future examinations.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your personnel office**. You may be given the test before we verify your eligibility. You are responsible for determining whether or not you meet the eligibility

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

requirements for this examination prior to submitting your application. If it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the multiple-choice test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, your application fee will not be refunded and you will not receive a score.

#### ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion from the titles of Associate Staff Analyst, Associate Education Analyst, Associate Public Information Specialist, and Consultant (Early Childhood Education), you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, at the time of promotion from the eligible titles of Associate Staff Analyst, Associate Education Analyst, Associate Public Information Specialist, or Consultant (Early Childhood Education), you must have served permanently in one of these eligible titles for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

Employees in the non-competitive titles of City Research Scientist, Director of Tenant and Community Affairs, Assistant Director of Intergroup Relations, or Supervising Systems Analyst (HMH) must have completed their probationary period and must have served two years in that title in order to be eligible for promotion, pursuant to Civil Service Law § 52(12).

#### HOW TO APPLY:

If you believe you are eligible to take this examination, apply using the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://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](http://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. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority in the competitive class titles listed above will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in permanent competitive class titles and the following non-competitive titles: City Research Scientist, Director of Tenant and Community Affairs, Assistant Director of Intergroup Relations or Supervising Systems Analyst (HMH). Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited.

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, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended, 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.

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.

#### **EXAM SITE ADMISSION:**

You will be sent an Admission Notice in the mail 14 days before the date on 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](http://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](http://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 are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

#### **SPECIAL ARRANGEMENTS:**

##### **Late Filing:**

Consult **your personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

1. You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
2. You become eligible after the above application period but on or before the date on which testing is expected to begin.

##### **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](mailto: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 promotion 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 Certificate and/or Certification:**

If you have a certificate or certification listed below, you may be considered for promotion 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 certificate and/or certification. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your certificate or certification will be checked by the appointing agency at the time of promotion. This certificate or certification 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 certification issued by the Institute for Public Procurement Certification (NIGP). **(PPI)**
3. A valid certification issued by the Project Management Institute (PMI). **(PMI)**
4. A valid certification issued by the Society for Human Resource Management (SHRM). **(SRM)**
5. A valid certification issued or recognized by the Registry for Interpreters of the Deaf (RID). **(RID)**

6. A valid Certified Business Analysis Professional (CBAP) certification from the International Institute of Business Analysis (IIBA). **(CBA)**
7. A valid Certified in Healthcare Compliance (CHC) certification from the Health Care Compliance Association (HCCA). **(CHC)**
8. 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)**
9. 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)**
10. A valid Information Technology Infrastructure Library (ITIL) certification from Axelos. **(39E)**
11. 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:**

If you have the education, license, registration and/or special experience listed below, you may be considered for promotion to positions requiring this education, license, registration and/or special experience through a process called Selective Certification. **Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification.** If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this 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 education, license, registration and/or special experience will be checked by the appointing agency at the time of promotion.

1. **Selective Certification for Positions Requiring Budget Experience (BGT):** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in the preparation, modification, or administration of budgets, and conducting economic research and studies.
2. **Selective Certification for Positions Requiring Experience as a Public Information Representative or Director of 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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.
8. **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.
9. **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.

10. **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.
11. **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.
12. **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.
13. **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.
14. **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.
15. **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.
16. **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.
17. **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.
18. **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.
19. **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.
20. **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.
21. **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.
22. **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.

23. **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.
24. **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.
25. **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.
26. **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.
27. **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.
28. **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 months of full-time satisfactory professional administrative, managerial, or supervisory experience in physical, biological or environmental science or public health research.
29. **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.
30. **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.
31. **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.
32. **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.
33. **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.
34. **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.
35. **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.
36. **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.

37. **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.
38. **Selective Certification for Positions Requiring Organizational Research Experience (ANO):** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.
39. **Selective Certification for Positions Requiring Personnel Administration Experience (ANP):** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in personnel administration which involves such areas as in planning and coordinating 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.
40. **Selective Certification for Positions Requiring Transit Experience (TAS):** Eighteen months of full-time satisfactory professional administrative, managerial, or supervisory experience in the field of mass transit.

**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.

**PENALTY FOR MISREPRESENTATION:**

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

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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](http://nyc.gov/dcas) and copies are available at the DCAS Computer-based Testing & Applications Centers.

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Internet: [nyc.gov/dcas](http://nyc.gov/dcas)