



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

<b>REQUIRED INFORMATION</b>
AFFIRMATION FORM
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO  
 Mayor

LISETTE CAMILO  
 Commissioner

# NOTICE OF EXAMINATION

**ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST**

**Exam No. 7011**

<p><b>WHEN TO APPLY:</b> From: November 2, 2016</p> <p style="text-align: right;">To: November 22, 2016</p>	<p><b>APPLICATION FEE: \$68.00</b></p> <p><b>If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.</b></p>
---	---

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

**WHAT THE JOB INVOLVES:** Administrative Community Relations Specialists, under general or executive direction, with wide latitude for the exercise of independent initiative, judgement and decision-making, are responsible for planning, developing, coordinating, evaluating and/or administering programs which promote effective community relations and are responsive to problems in areas such as housing and development, transportation, health and environmental protection; coordinating, evaluating and administering a health education program to meet the needs of poverty area residents; managing a program involving community organization or development and coordinating its integration with other functions being performed within a large human services agency; directing a major activity or program of the agency in which a number of diverse or complex functions must be integrated; and evaluating for quality, effectiveness and the meeting of community needs, all programs which deal with matters such as addiction services and police-community relations. All Administrative Community Relations Specialists perform related work.

**Special Working Conditions:** Administrative Community Relations Specialists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

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

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](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 submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

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-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
2 Lafayette Street  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, November 8, 2016, Friday, November 11, 2016 and Saturday, November 12, 2016.**

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (November 22, 2016). If you have questions about applying for this examination, you may contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov).

**Special Circumstance 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 claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY: This is a computer-based Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results.** You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

**Education and Experience Requirements:**

1. A baccalaureate degree from an accredited college or university **and** four years of satisfactory, full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policy-making capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or
2. A four-year high school diploma or its educational equivalent **and** eight years of satisfactory, full-time experience described in "1" above, at least two years of which must have been in a broad administrative or policy-making capacity with responsibilities described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. Undergraduate education above the high school level may be substituted for the community liaison, community organization or community relations experience, but **not** for the two years of broad administrative or policy-making experience described in "1" above, at the rate of 30 semester credits from an accredited college or university for each year of experience up to a maximum of four years. Graduate education beyond the baccalaureate degree may be substituted for the community liaison, community organization or community relations experience, but **not** for the two years of broad administrative or policy-making experience described in "1" above, on the basis of 30 graduate credits from an accredited college or university for each year of experience, up to a maximum of two years. However, all candidates must possess a four-year high school diploma or its educational equivalent **and** two years of full-time experience in a broad administrative or policy-making capacity with responsibilities as described in "1" above.

**The education requirement must be met by January 31, 2017. The experience requirement must be met by the last day of the Application Period (November 22, 2016).**

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (November 22, 2016) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (November 22, 2016).** Once your Online Education and Experience Test is finally submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education and/or experience online.

You will not receive credit for education which you obtain after January 31, 2017 or experience which you obtain after the end of the Application Period.

In order to receive credit for the twenty-four months of satisfactory experience in a **broad administrative or policy-making** capacity as described above, for each employment you must have performed at least three (3) of the tasks listed in the following Task Category of the Administrative Community Relations Specialist Task Inventory:

<b>Task Category #</b>	<b>Task Category</b>
0100.0000	Performs broad administrative or policy-making duties with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity. (6 Tasks )

In order to receive credit for satisfactory **community liaison, community organization or community relations** experience you must have performed **at least three (3)** of the tasks listed in Task Category #0100.0000 **or at least three (3) tasks** in Task Category #0200.0000 of the **Administrative Community Relations Specialist Task Inventory**:

<b>Task Category #</b>	<b>Task Category</b>
0100.0000	Performs broad administrative or policy-making duties with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity. (6 Tasks )
0200.0000	Performs community liaison, community organization or community relations work. (11 Tasks)

The complete **Administrative Community Relations Specialist Task Inventory** is as follows:

<b>0100.0000</b>	<b>Performs broad administrative or policy-making duties with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity. (6 Tasks)</b>
0100.0001	Plans programs which promote effective community relations and are responsive to problems in areas such as housing and community development, transportation, health and environmental protection.
0100.0002	Develops programs which promote effective community relations and are responsive to problems in areas such as housing and community development, transportation, health and environmental protection.
0100.0003	Coordinates programs which promote effective community relations and are responsive to problems in areas such as housing and community development, transportation, health and environmental protection.
0100.0004	Administers programs which promote effective community relations and are responsive to problems in areas such as housing and community development, transportation, health and environmental protection.
0100.0005	Manages a program involving community organization or development and coordinates its integration with other functions being performed within a large human services agency.
0100.0006	Evaluates all programs which deal with matters such as addiction services and police-community relations for quality, effectiveness and meeting of community needs.
<b>0200.0000</b>	<b>Performs community liaison, community organization or community relations work. (11 Tasks)</b>
0200.0001	Represents agencies and specific areas of responsibility at various meetings.
0200.0002	Provides information about agency programs and services to the community.
0200.0003	Explains agency policies and procedures to the community.
0200.0004	Develops and maintains community contacts and resources.
0200.0005	Meets with community groups to determine service needs within the community.
0200.0006	Organizes, coordinates and maintains agency resources to meet identified service needs within the community.
0200.0007	Provides professional assistance to agencies and community, political and professional groups.
0200.0008	Ensures that materials and/or requests for information are referred to the appropriate unit or individual.
0200.0009	Collaborates with colleagues to resolve issues, pool resources, and ensure the effective delivery of services.
0200.0010	Collaborates with City agencies and community partners to provide training and technical assistance to staff.
0200.0011	Collaborates with City agencies and community partners to leverage resources, e.g., initiate community events, share information, and utilize facilities.

**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.

#### REQUIRED INFORMATION:

- Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for the examination.

2. **Foreign Education Evaluation Guide (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). When you contact the evaluation service, ask for a "**document-by-document**" (general) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination. (For more information see item #3A(II) in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

**THE TEST:** Your score will be determined by an education and experience test. You will receive a score of 70 points for meeting the education and experience requirements listed above in the "How to Qualify" section on page 2. After these requirements are met, you will receive additional credit for a maximum of five years of satisfactory experience up to a maximum of 100 points on the following basis:

**If you have satisfactory full-time experience performing broad administrative or policy-making duties with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity:**

**You will receive:**

At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years of experience	30 points

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. **Education and experience used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (November 22, 2016) to complete and submit your Online Education and Experience Test by clicking on the "Final Submit" button or it will be automatically submitted after midnight on the last day of the Application Period (November 22, 2016).** Once your Online Education and Experience Test is final submitted, it will be rated based on the information you provided and saved. If you are currently employed by the City of New York, be sure to include information about your current job. If you have applied for a previous examination, do not assume information you provided on a previous Education and Experience Test has been saved. If you are found "Not Qualified," you will **not** be able to submit new or additional information about your education and/or experience online.

Education must be obtained by **January 31, 2017** and experience must be obtained by **the last day of the Application Period (November 22, 2016)**.

**THE TEST RESULTS:** Immediately after you have submitted the examination online, you will be informed of the results. If you are found Qualified, you will receive a tentative score. At the time of establishment of the eligible list for this examination, your score will become final, your name will be placed in the final score order on the eligible list, and you will be given a list number. You will be notified by mail of your final test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

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

**ADDITIONAL INFORMATION:**

**Application Receipt:** You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. You will also be mailed an acknowledgment letter within three months of the last date of the application period. If you do not receive an acknowledgment letter, write to this agency, Attention: Administration, Customer and Exam Support, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 to request verification that your application was received. Include your social security number and title in your request.

**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

This online examination consists of the following sections:

Application, including the Notice of Examination, Affirmation Form and payment of fee  
Educational Level  
Education (College Credits)  
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 beginning on page 2 of this Notice of Examination (NOE). All candidates must meet the following:

**Education and Experience:** You **must** have the required education and work experience described in the **How to Qualify** section of the NOE in order to qualify for this examination. 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, 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 LEVEL section:**

- (I) For each degree and/or diploma you select, you must fill out all of the information requested.

- (II) If you were educated in a **foreign country**, your examination will be tentatively scored based on the education level you claim. You must arrange for a foreign education evaluation to be sent directly to DCAS by a DCAS-approved foreign education evaluation service no later than eight weeks from the last day of the application period. An acceptable foreign education evaluation must include your full social security number printed on it by the evaluation service. If your foreign education evaluation differs from what you claimed, or if DCAS does not receive an acceptable foreign education evaluation directly from a DCAS-approved evaluation service, DCAS will re-score your examination and may mark you **NOT QUALIFIED**.

- B. **Completing the EDUCATION (COLLEGE OR UNIVERSITY CREDITS) section:** If you wish to claim college or university credits you earned or will earn by January 31, 2017 to be substituted for experience, enter the number of credits you completed for each college or university that you attended. If you claimed a degree in the Educational Level section and wish to claim credits you completed above this degree, enter the number of credits you earned for the degree as well as additional credits that you have earned or will earn by January 31, 2017. The college credits you enter in the Education (College Credits) section must account for the total number of college credits you have obtained or will obtain by January 31, 2017.

If any of the college credits claimed were gained in a foreign country, see "3A (II)" above.

- C. **Completing the EMPLOYMENT/WORK EXPERIENCE section:** For each job you list you **must** fill out in detail all of 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 in the drop-down menu.**

- (I) **Experience in a broad administrative or policy-making experience capacity.** In order to receive credit for experience performing broad administrative or policy-making duties with the responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity, for each job you must select at least **three (3)** tasks from the tasks listed under Task Category #0100.0000. For example, if you select two (2) or fewer tasks from Task Category #0100.0000, the job will **not** receive credit. As an additional example, if you select two (2) or fewer tasks from Task Category #0100.0000 and two (2) or fewer tasks from Task Category #0200.0000, the job will **not** receive credit.

- (II) **Experience in community liaison, community organization or community relations work.** In order to receive credit for professional experience performing community liaison, community organization or community relations work, for each job you must select at least **three (3)** tasks from the tasks listed under Task Category #0100.0000 **or** at least **three (3)** tasks from Task Category #0200.000. For example, if you select two (2) or fewer tasks from Task Category #0200.0000 for a job, the job will **not** receive credit. As an additional example, if you select two (2) or fewer tasks from Task Category #0100.0000 and two (2) or fewer tasks from Task Category #0200.0000, the job will **not** receive credit.

---

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 10022; The Managerial Service.

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