

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Administrative Tests & Measurement Specialist	Level: M - 5
Title Code No: 1006A	Salary: \$120,000 - \$140,000
Office Title: Assistant Commissioner for Exams	Work location: 1 Centre St., N.Y.
Division/Work Unit: DCPS/Exams	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Tests and Measurement Specialist M-5 to serve as Assistant Commissioner for Exams to work within the Division of Citywide Personnel Services (DCPS), Bureau of Examinations. The candidate's duties will be to: develop and implement policies regarding both traditional and computerized New York City Civil Service examinations and building trades license examinations, the classification of Civil Service titles, and the medical reinstatement of civil servants who have been placed on leave or terminated for medical reasons. In this capacity, the Assistant Commissioner manages the Bureau of Examinations which employs full-time and per diem professional examiners, exam application processors, test administration personnel and other staff members who are trained to apply Federal, State, and local laws, and professional guidelines with respect to each of these areas of responsibility. The Assistant Commissioner will also be responsible for advising the Commissioner of the Department of Citywide Administrative Services regarding appropriate procedures in each area of responsibility. The Assistant Commissioner's diverse exam-related responsibilities also include the creation of a yearly examination schedule, developing procedures that ensure that exams are administered in a timely manner, ensuring the proper training of staff members in each area of responsibility, and maintaining a high level of customer service to exam applicants and candidates, specifically with regard to exam application receipt and processing, scheduling appointments for testing, exam administration, and notification to candidates of exam results.

Qualification Requirements

1. Graduation from an accredited college with a doctorate in psychology, statistics, educational research or a related field, including 12 credits in one or a combination of the following fields: tests and measurements, statistics, research or computer related courses, of which at least six credits must have been in tests and measurement, statistics or research, and three years of experience in performing professional testing and measurement work, 18 months of which must have been in an administrative, consultative, managerial or executive capacity; or
2. A master's degree from an accredited college including credits as indicated in "1" above, and four years of experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must possess the 18 months of administrative, consultative, managerial or executive experience as described above.

New York City residency may be required within 90 days of appointment.

Essential Skills

The qualified candidate will possess excellent analytic, problem solving, and verbal and written communications skills; must possess the ability to handle multiple concurrent activities and work well under pressure.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/008397. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 01/27/2010

Post Until: 04/27/2010

JVN: 868-2010-008397

The City of New York is an Equal Opportunity Employer.