



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM

PROMOTION TO ASSOCIATE INSPECTOR (CONSTRUCTION)

Exam. No. 7534

AMENDED NOTICE - NOVEMBER 28, 2007

WHEN TO APPLY: From: September 5, 2007 **APPLICATION FEE: \$50.00**
 To: September 25, 2007 Payable by mail by money order to DCAS (EXAMS) or
 payable online by credit card, bank card, or debit card

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, March 29, 2008.**

The Notice of Examination has been amended to change the test date from December 15, 2007 to March 29, 2008.

Candidates who filed previously need not file again.

WHAT THE JOB INVOLVES: Associate Inspectors (Construction) under direction, perform supervisory work in the inspection of construction, repairs or alterations of structures, elevators and mechanical installations to ensure conformance with building codes, standards, plans and specifications; and may operate a motor vehicle in the performance of assigned duties. All Associate Inspectors (Construction) perform related work.

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

THE SALARY: The current minimum salary is \$46,957 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion employees may be assigned to the higher assignment level at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at www.nyc.gov/examsforjobs, and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services who **on the 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 Inspector (construction)]; and
- (2) is not otherwise ineligible.

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

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting the application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

You may be given the test before a review of your eligibility.

REQUIREMENT TO BE APPOINTED:

Drivers License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in The State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. The license must be maintained for the duration of your employment.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, 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, you must have served permanently in the eligible title for

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

at least one year.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. 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 will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus ½ point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive or labor class titles. 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 may include questions on training and supervising the work force; approved construction methods and techniques and corresponding inspectional procedures and practices; New York City Building Code and Zoning Resolution; reading and interpreting plans, drawings, specifications and agency directives; writing reports; effective communication; job related calculations; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

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

ADDITIONAL INFORMATION:

Selective Certification for Special Patrolman Status in The Department of Buildings: If you meet the following qualifications, you may request preferred consideration for appointment to positions requiring Special Patrolman status (a status given by New York City Police Department pursuant to Title 38, Chapter 13 of the Rules of the City of New York) through a process called Selective Certification

- must be twenty one years of age or older
- a citizen of the United States
- a resident of New York City
- have no record of convictions for any felony or for any serious offence against public safety (as defined in the New York State Penal Law)
- if discharged from the military service, the discharge must not have been dishonorable, and
- be of good moral character

All candidates who are appointed through Selective Certification will undergo a background check conducted by the New York City Police Department to verify the above qualifications, including character. Any additional appointment through Selective Certification who fails to successfully pass this background check will be terminated from the position. Additionally, if you were appointed through Selective Certification, you must maintain your Special Patrolman status (including your New York City residency) for the duration of employment in that position

Follow the instruction given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th floor, New York, NY 10007. Please include the examination title and number and your social number on your correspondence.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's 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 are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief and you are applying

- (1) online, follow the onscreen instructions, or
- (2) by mail, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

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 in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 31642; Building and Construction Inspection Occupational Group

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

