



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

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

# NOTICE OF EXAMINATION

**BUSINESS PROMOTION COORDINATOR**  
**Exam. No. 8059**

**WHEN TO APPLY: From: January 7, 2009**      **APPLICATION FEE: \$35.00**  
**To: January 27, 2009**      **Payable by money order to DCAS (EXAMS) or**  
**payable online by credit card, bank card or debit**  
**card.**

**WHAT THE JOB INVOLVES:** Business Promotion Coordinators, under general direction, maintain liaison with commercial and industrial firms in order to promote more effective cooperation between the City and the business community, to facilitate relations between the City and the business community and to encourage business to remain or to locate in the City. All Business Promotion Coordinators 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 \$32,994 per annum. This rate is subject to change.

**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](http://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 Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

**HOW TO QUALIFY:**

**Education and Experience Requirements:** By the last day of the Application Period you must have:

- (1) A master's degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) with a major in business administration, public administration, urban planning, economics, urban affairs, marketing, marketing research, finance, or political science; or
- (2) A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and one year of full-time satisfactory experience in one or more of the following:
  - A) business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development.
  - B) analysis of business records and documents to determine eligibility of businesses for programs and services.
  - C) economic, market or site research and analysis for business and neighborhood development.
  - D) facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs, or

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

- (3) An associate degree or 60 semester credits from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of full-time satisfactory experience as described in "2" above; or
- (4) A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have at least 60 semester credits from an accredited college or university accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

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.

**Residency Requirement:** You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

Since some agencies do not require City residency, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

**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 FORM(S):

1. **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.
2. **Education and Experience Test Paper:** Fill out Sections **A.1 (if applicable), A.4, A.5, A.6, and B (if applicable)**. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail**, write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course by course**" evaluation (which includes a "document-by-document" 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.

**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. After these requirements are met, you will receive credit up to a maximum of 100 points on the following basis:

#### Additional Credit:

**Experience:** You will receive credit for a maximum of five years of experience on the following basis:

- (1) For up to 5 years of full-time satisfactory experience in a governmental agency performing duties as described under the qualification requirements:
  - (A) 10 points for at least 1 year but less than 3 years of experience
  - (B) 20 points for at least 3 years but less than 5 years of experience
  - (C) 30 points for at least 5 years of experience.
- (2) For up to 5 years of full-time satisfactory experience in a non-governmental setting performing duties as described under the qualification requirements:
  - (A) 5 points for at least 1 year but less than 3 years of experience
  - (B) 10 points for at least 3 years but less than 5 years of experience
  - (C) 15 points for at least 5 years of experience.

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. Each year of experience will be credited under only one category which will be the highest appropriate category. Experience used to meet the minimum requirements cannot be used to gain additional credit.

**Education:** After the qualification requirements are met, you will receive an additional .2 point for each graduate credit completed at an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in industrial management, finance, economics, urban planning, public policy/public administration, marketing, marketing research, government and political science, up to a maximum of 30 credits.

Education and experience must be obtained by **the last day of the application period.**

**THE TEST RESULTS:** If you pass the education and experience test, your name will be placed in final score order on the 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 appointment when your name is reached on the eligible list.

**ADDITIONAL INFORMATION:**

**Application Receipt:** If you applied online, 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. If you applied by mail, you will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

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**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 Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14<sup>th</sup> Floor, NY, NY. 10007**

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60860; Business Promotion Coordinator Occupational Group

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