



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

FOREIGN EDUCATION

FACT SHEET
(IF APPLICABLE)

CHILD PROTECTIVE SPECIALIST Exam. No. 8306

WHEN TO APPLY: On the date of the test **APPLICATION FEE: \$40.00**
Payable only at the Computerized Testing Center on the day
of the test by credit card, bank card, debit card, or money
order payable to DCAS (EXAMS)

THE TEST DATE: The multiple-choice test is expected to be held on the following dates and times:

September 15, 2008 through October 31, 2008

Monday through Saturday 11:00 AM
Tuesday through Thursday 6:00 PM

There will be no testing on October 11, 2008 and October 13, 2008.

Candidates may not be admitted to the test session after the call times.

This exam will be administered at the DCAS Computerized Testing Center at 2 Lafayette Street, 17th floor in New York, New York. **Seating is limited. Candidates who are not admitted due to a filled seating capacity will be rescheduled for the next session on the same day, a session on the next day, or on a day convenient to the candidate.**

You may attend only one test session for Exam No. 8306. If you attend more than one session, only your first test will be rated.

Note: Calculators are **NOT** permitted for this examination. **Devices with alphabetic keyboards, Personal Digital Assistants (PDAs), electronic transmitting, recording or receiving devices, including cellular phones, beepers, scanners, laptops or other computers, etc. are not permitted at any time.**

Test dates and times are subject to change.

WHAT THE JOB INVOLVES: Child Protective Specialists, under varying degrees of supervision, with varying degrees of latitude for independent action, investigate and take appropriate action in response to allegations of child neglect and/or abuse received by the Administration of Children's Services, in accordance with agency policies and procedures. All Child Protective Specialists perform related work.

Special Working Conditions: Child Protective Specialists appointed to this position 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: The current minimum salary is \$39,568 per annum. There are two assignment levels within this class of positions. Upon satisfactory completion of six months of training and experience at Assignment Level I, an employee shall be assigned to Assignment Level II at the salary of \$42,972 per annum. After satisfactory completion of an eighteen-month probationary period, an employee will receive a salary of \$45,822 per annum. These rates are subject to change.

HOW TO APPLY: You will receive an exam application and filing instructions for Exam No. 8306 when you arrive at the DCAS Computerized Testing Center. The administration of the test is subject to change in the event of an unforeseen occurrence. If you wish to verify the test date and time, you may call the DCAS Interactive Voice Response (IVR) system at (212) 669-1357 two hours before the test session you wish to take to hear if the test is not being administered at that time. The recorded message will be heard after the "Welcome" greeting. If there is no message regarding testing at the Center, it means that testing will be administered as scheduled for that day.

If you believe you meet the requirements in the "How to Qualify" section, you must fill out an application form which will be made available at the Computerized Testing Center on the day of the test. The application form must be completed at the test site and returned to DCAS personnel **at the test site prior to the administration of the test.**

HOW TO QUALIFY

Education and Experience Requirements: By the date of appointment you must have:

A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in one or a combination of the following fields: social work, psychology, sociology, human services, criminal justice, education (including early childhood), nursing, or cultural anthropology, at least 12 of which must have been in one of these disciplines.

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you will 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.

Additional Information: Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the statewide central register for child abuse and maltreatment. State central register screening will be conducted prior to considering a candidate for employment as a Child Protective Specialist. Candidates who have been the subject of an indicated child abuse and maltreatment report may be disqualified from appointment to this position.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency: City residency is not required for this position.

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. Foreign Education Fact Sheet (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 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: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on reading comprehension; written expression; the ability to tell when something is wrong or likely to go wrong and take the correct steps to reach a solution; applying procedures or general rules to specific problems or cases; synthesizing information, such as using data to fill out a form; using a given set of rules or objectives to arrange information into the best or most appropriate order or sequence; and other related areas.

THE TEST RESULTS: If you meet the education requirement and pass the multiple-choice test, 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 appointment when your name is reached on the eligible list.

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 appointment 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 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 will meet the Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, you must notify the Examining Service Section at (212) 669-7280 from 10:00 AM to 2:00 PM (New York time) at least five business days before the date of the test.

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, 1 Centre, 14th Floor, Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52366; Social Service Occupational Group.

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