



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

EDNA WELLS HANDY
 Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE ENGINEER

Exam No. 1509

WHEN TO APPLY: From: February 2, 2011
 To: February 22, 2011

APPLICATION FEE: \$68.00
 If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 18, 2011.**

WHAT THE JOB INVOLVES: Administrative Engineers, under direction, with broad scope for the exercise of independent initiative and judgment, serve as division engineers in charge of a major division, field division or equivalent; serve as a consultant on major engineering matters to an agency; are responsible for the review of the design of structures of all types and the examination of plans for the construction, alteration or repair of buildings under the jurisdiction of the Department of Buildings; perform highly responsible supervisory work or highly difficult and responsible work in engineering. All Administrative Engineers perform related work.

Special Working Conditions: Administrative Engineers 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 commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

HOW TO APPLY: If you believe you are eligible to take this examination, you must submit an application using one of the following options:

- Online at the DCAS Website:** Go to the 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. If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.
- By Mail:** Fill out an "Application for Examination" form. The completed form and application fee, payable by money order to DCAS (EXAMS), should be returned to DCAS Application Unit, 1 Centre Street, 14th Floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

You may be given the test before we verify your eligibility. 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.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

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:**

- holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the titles Civil Engineer, Mechanical Engineer, Electrical Engineer, Chemical Engineer, Environmental Engineer and Plan Examiner (Buildings); and
- is not otherwise ineligible.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

(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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**.

REQUIREMENT TO BE PROMOTED: At the time of promotion, eligible candidates in the title of Civil Engineer, Mechanical Engineer, Electrical Engineer, Chemical Engineer, Environmental Engineer and Plan Examiner (Buildings) must meet the following qualification requirement:

A valid New York State License as a Professional Engineer. This license must be maintained for the duration of your employment. A current registration as a Professional Engineer must be maintained as a condition of 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 at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

THE TEST: You will be given a multiple-choice test designed to assess the extent to which you have certain managerial skills/abilities deemed to be important to the performance of the job tasks of an Administrative Engineer. The pass mark for the multiple-choice test will be 70.000. Your score on this test will determine 85% of your final score and your seniority will determine the remaining 15%. Seniority scores will only be added to passing multiple-choice test scores. 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 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.

Some test questions may be answered on the basis of documents and/or other information supplied to you on the day of the test and may assess your ability to judge actions regarding hypothetical problems and decisions, but all questions will relate to any of the following job task categories:

- **Supervising Staff**
- **Reviewing, Reporting and Analyzing Information**
- **Developing Project Plans**
- **Preparing Contracts and Budgets**
- **Project Management**
- **Strategizing and Consulting**
- **Compliance with Applicable Safety Standards, Regulations and Local Laws**

Questions based upon the above task categories may require the use of any of the following skills/abilities:

- **Identifying Problems & Making Decisions** - includes abilities such as Analytical Thinking; Quantitative Analysis & Interpretation; Judgment & Decision-Making; Planning & Organizing; and Innovation.
- **Working Effectively** - includes abilities such as Management of Financial, Material and/or Personnel Resources; Monitoring; Time Management; Persistence; Adaptability/Flexibility; and Stress Tolerance.
- **Communicating** - includes abilities such as Written Comprehension and Written Expression.
- **Interacting with Others** - includes abilities such as Persuading & Influencing Others; Conflict Resolution; Concern for Others; Coaching & Mentoring; and Teamwork.
- **Acting Responsibly** - includes abilities such as Integrity (e.g., standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended); Dependability; Achievement/Effort; Initiative & Independence; Attention to Detail; Self Control; and Updating & Using Relevant Knowledge.

A passing score on this test will satisfy the requirement that candidates pass a qualifying test for entry into the Managerial Service.

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.

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.

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 become eligible after the above application period but on or before the date of the multiple-choice test.

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.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th Floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 10015; The Managerial Service.

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