



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
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE LABORATORY MICROBIOLOGIST

Exam No. 1525

(For agencies under the jurisdiction of DCAS only)

WHEN TO APPLY: From: April 6, 2011
To: April 26, 2011

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

WHAT THE JOB INVOLVES: Associate Laboratory Microbiologists, under general direction, supervise a major program, project, or activity, laboratory or laboratory section, or perform difficult professional work with wide latitude for independent judgment and initiative in scientific laboratory work in one or more laboratory specialties, in accordance with the applicable City, State, and Federal regulations. All Associate Laboratory Microbiologists 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 \$50,061 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

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:** Refer to the "Required Forms" section below for the forms that you must fill out. All completed forms and the 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 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 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 last day of the application period:**

- holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Laboratory Microbiologist; and
- 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.)

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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

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.

REQUIRED FORMS:

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 (if applicable), B, C (if applicable), and D (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. Be sure to write your examination number and social security number on each of the remaining pages of this form. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to receive additional credit on this examination):** If you were educated outside the United States, and wish to receive additional credit for this education on this examination, 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 document-by-document (general) 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 an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility requirements listed above. After these requirements are met, you will receive credit, **for a maximum of three years of experience for both categories combined**, up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory administrative experience or experience supervising staff in a laboratory or laboratory sub-unit in the performance of routine and/or complex clinical and/or environmental laboratory tests and analyses, you will receive:

- (A) 15 points for at least one year but less than three years of experience.
- (B) 25 points for three years of experience.

For full-time experience performing complex clinical and/or environmental laboratory tests and analyses in a laboratory, you will receive:

- (A) 5 points for at least one year but less than three years of experience.
- (B) 10 points for three years of experience.

In addition, you will receive:

5 points for a baccalaureate degree from a college or university accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA), in medical technology, physics, or the biological or chemical sciences.

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.

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 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 Positions Requiring a License or Special Work Experience: If you meet the requirements for Selective Certification for positions requiring a license issued by the State of New York and/or for positions requiring special experience, as described in the following sections, you may be considered for promotion to positions requiring that license or special experience through a process called Selective Certification. Follow the instructions below to indicate your interest in such Selective Certification. Your license and/or work experience will be evaluated by the appointing agency at the time of promotion. This requirement may be met at any time during the duration of the list. If you meet one or more of the Selective Certification requirements

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.

1. **Selective Certification to Fill Positions Requiring a Certified Histological Technician License Issued by the State of New York:** If you possess a current and valid license issued by the State of New York as a Certified Histological Technician, you may be considered for promotion to positions requiring that license through a process called Selective Certification. This license must be maintained for the duration of your employment. Fill out Section C and enter "Certified Histological Technician" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.
2. **Selective Certification to Fill Positions Requiring a Clinical Laboratory Technologist License Issued by the State of New York:** If you possess a current and valid license issued by the State of New York as a Clinical Laboratory Technologist, you may be considered for promotion to positions requiring that license through a process called Selective Certification. This license must be maintained for the duration of your employment. Fill out Section C and enter "Clinical Laboratory Technologist" in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in this Selective Certification.
3. **Selective Certification for Specialized Experience in Environmental Microbiology, Bacteriology, or Environmental Parasitology:** You may be considered for promotion to positions requiring the following experience through a process called Selective Certification if you have:

Two years of full-time technical experience within the last five years in one or more of the following:

- environmental microbiology;
- bacteriology; or
- environmental parasitology including free-living protozoa and helminths.

If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Indicate the Selective Certification specialty(s) for which you are applying in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in one or more of the above Selective Certifications.

4. **Selective Certification for Specialized Experience in a Public Health or Reference Laboratory:** You may be considered for promotion to positions requiring this experience through a process called Selective Certification if you have:

Two years of full-time technical experience within the last five years working in a public health or reference laboratory in one or more of the following:

- virology;
- immunology/serology;
- molecular typing;
- bacteriology;
- histology;
- Nucleic Acid Amplification Technology;
- Gas/Liquid Chromatography and related technology;
- mycobacteriology; or
- environmental microbiology.

If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Indicate the Selective Certification specialty(s) for which you are applying in Section D (page 4) of the Education and Experience Test Paper to indicate your interest in one or more of the above Selective Certifications.

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. 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.

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. 21514; Laboratory Technology Occupational Group

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