



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

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

MICHAEL R. BLOOMBERG  
 Mayor  
 EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**PROGRAM EVALUATOR (ACS)**  
**Exam No. 2008**

**WHEN TO APPLY:** From: September 7, 2011      **APPLICATION FEE: \$68.00**  
 To: September 27, 2011      **If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.**

**WHAT THE JOB INVOLVES:** Program Evaluators (ACS), under general direction, working as part of an Administration for Children’s Services (ACS) assessment team, evaluate and analyze the work of contracted service providers engaged in providing referral, preventative, foster care or other protective services to children and families; or serve as a liaison between City agencies or programs and community groups and service provider agencies; and supervise assigned staff. All Program Evaluators (ACS) 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 \$56,021 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, you may submit an application on the Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

**Manhattan**  
 2 Lafayette Street  
 17<sup>th</sup> Floor  
 New York, NY 10007

**Brooklyn**  
 210 Joralemon Street  
 4<sup>th</sup> Floor  
 Brooklyn, NY 11201

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [http://www.nyc.gov/html/dcas/html/employment/civilservice\\_exams.shtml#examinationforms](http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms). 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."

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.

**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 in social work, economics, finance, accounting, business, personnel or public administration, human resources management, management science, operations research, organizational behavior, statistics, labor relations, psychology, sociology, nursing, counseling, child welfare, political science, urban studies, education or a closely related field, **and** two years satisfactory full-time professional experience performing quantitative/qualitative statistical analysis in the evaluation of social service programs and/or operations, or utilizing statistical analysis

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in social service program-level planning. At least one year of this experience must have been in a supervisory, administrative, managerial or consultative capacity or related area; or

2. A baccalaureate degree from an accredited college or university in one of the fields listed in "1" above **and** three years of the full-time satisfactory professional experience described in "1" above, including at least one year of experience in a supervisory, administrative, managerial or consultative capacity or related area.

A maximum of six semester credits from an accredited college in statistics and/or research methodologies may substitute for up to six months of the experience described in "1" above. However, all candidates must possess the one year of experience in a supervisory, administrative, managerial or consultative capacity, and at least an additional six months of full-time professional experience as described in "1" above.

The college or university must be 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).

**Residency Requirement Advisory:** Under New York City Administrative Code Section 12-120, you will need to be a resident of the City of New York within 90 days of the date you are appointed to 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 FORMS:**

1. **Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, 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), A.5 (if applicable), A.6 (if applicable) and B. 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 online, follow the online instructions. 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.
3. **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 the evaluation as follows:
  - (A) If you wish to claim a master's degree or a baccalaureate degree for the education requirements only, ask for a "document-by-document" (general) evaluation.
  - (B) If you wish to claim credit for 6 semester college credits in statistics and/or research methodologies as specified in paragraph "2" of the "How to Qualify" section above, ask for a "course-by-course" evaluation (which includes a "document-by-document" evaluation).

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 additional credit up to a maximum of 100 points on the following basis:

<b>Satisfactory full-time experience performing quantitative/qualitative statistical analysis in the evaluation of social service programs and/or operations, or utilizing statistical analysis in social service program-level planning for:</b>	<b>You will receive:</b>
At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

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 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 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:**

**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, 14<sup>th</sup> 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 Application 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. 52416; Social Service 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)