



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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**

**ASSISTANT SUPERINTENDENT OF WELFARE SHELTERS
Exam. No. 3057
AMENDED NOTICE - February 11, 2004**

WHEN TO APPLY: From: February 4, 2004 APPLICATION FEE: \$45.00
To: March 2, 2004 Payable only by money order to D.C.A.S. (EXAMS)

The Notice of Examination has been amended to change the filing dates from February 4, 2004 through February 24, 2004 to February 4, 2004 through March 2, 2004.

WHAT THE JOB INVOLVES: Assistant Superintendents of Welfare Shelters, under general supervision, supervise the physical operations of a shelter facility for homeless individuals and/or families, providing food, clothing, shelter, sleeping facilities and social services; perform related work.

SPECIAL WORKING CONDITIONS: Eligibles appointed to this position will 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 \$43,336 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, 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 Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

1. A four year high school diploma or its educational equivalent and five years of full-time satisfactory experience in any of the following:
 - (a) Management of a hotel, large lodging house, home for the aged, nursing home, or other institution providing congregate care; or
 - (b) As a commissioned or non-commissioned officer in command of a military or paramilitary unit, or as a supervising law enforcement specialist concerned with the overall analysis of security problems; or
 - (c) Supervision of an organizational segment of at least five individuals engaged in providing direct social services to a disadvantaged client population; or
2. A combination of education and experience equivalent to "1" above. A baccalaureate degree from an accredited college may be accepted as equivalent to two years of experience. A Master's Degree in Social Work from an accredited school of social work may be accepted as equivalent of an additional year of experience. Casework experience in a Welfare Shelter or comparable institution may be substituted on a year- for- year basis up to a maximum of four years. However, all candidates must have a four year high school diploma or its educational equivalent, and at least one year of supervisory experience in one or more of the areas listed in "1" above.

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.

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

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A, A.1, A.2, A.3 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.
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 “**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: 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 for a maximum of five years of experience attained within the last ten years up to a maximum of 100 points on the following basis:

Additional Credit

- 1) For experience attained in the last ten years managing the physical operation of a shelter facility or similar institution servicing the homeless, you will receive:
 - A) 10 points for at least 1 but less than 3 years of experience; or
 - B) 20 points for at least 3 but less than 5 years of experience; or
 - C) 30 points for 5 or more years of experience.
- 2) For experience attained in the last ten years supervising at least 5 individuals providing direct social services to a disadvantaged client population, persons with social problems or supervising the management of a hotel, large lodging house, home for the aged, nursing home, or other institution providing congregate care; or as a commissioned officer in command of a military or paramilitary unit, or as a supervising law enforcement specialist concerned with the overall analysis of security problems, you will receive:
 - A) 5 points for at least 1 but less than 3 years of experience; or
 - B) 10 points for at least 3 but less than 5 years of experience; or
 - C) 15 points for 5 or more 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.

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 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: 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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52275; Social Services Occupational Group

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

