



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)
SPECIAL INSERT

MICHAEL R. BLOOMBERG
Mayor

**NOTICE
OF
EXAMINATION**

MARTHA K. HIRST
Commissioner

COMPUTER SPECIALIST (OPERATIONS)
Exam. No. 3050

WHEN TO APPLY: From: June 2, 2004 To: June 22, 2004	APPLICATION FEE: \$60.00 <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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WHAT THE JOB INVOLVES: Computer Specialists (Operations), under supervision, with considerable latitude for independent action or the exercise of independent judgment, are responsible for providing management with state-of-the-art technical assistance in all aspects of data processing operations; provide supervision or senior staff support of computer operations in a large-scale, multi-programmed mainframe computer environment, or the conduct of similar duties within a large network of distributed minicomputer and microcomputer systems. All personnel perform related work.

Computer Specialists (Operations) 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 \$55,221 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, 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 **plus** a certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, **and** three years of satisfactory, full-time large-scale mainframe computer operations or three years of satisfactory data communication network experience in a mainframe environment, gained since June, 1996, **one year of which must have been in a project leader capacity or as a major contributor on a complex project;** or

(Note: If you have a certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, indicate the Name of the School, Number of Hours Completed, and the Date of Graduation in Section A.4 [Courses] on page 2 of the Education and Experience Test Paper).

- (2) A baccalaureate degree from an accredited college **and** four years of satisfactory, full-time experience as described in "1" above, including **one year of which must have been in a project leader capacity or as a major contributor on a complex project;** or
- (3) A four-year high school diploma or its educational equivalent **and** five years of satisfactory, full-time experience as described in "1" above, including **one year of which must have been in a project leader capacity or as a major contributor on a complex project;** or
- (4) A satisfactory combination of education and/or experience which is equivalent to "1," "2," or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent **and** three years of satisfactory, full-time large-scale mainframe computer operations or three years of satisfactory data communication network experience in a mainframe

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environment, gained since June, 1996, **one year of which must have been in a project leader capacity or as a major contributor on a complex project.**

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer software development and maintenance, technical support, quality assurance (QA), hardware installation, or as an end user will not be accepted for meeting the minimum qualification requirements.

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 your test paper(s) will not be rated.

Residency: City residency is not required for this position.

English Requirement: Candidates 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. **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 Section A, A.1, A.2, A.4, 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 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 "**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.
4. **Special Insert: Selective Certifications for MVS/VM/ESA, MVS Z/OS , O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems:** Write your social security number on the line at the center of the page. In each selective certification section, check the appropriate box indicating whether or not you wish to apply for that particular selective certification. If you wish to apply for a selective certification, complete all information requested in that section.

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 up to three additional years of experience, up to a maximum of 100 points on the following basis:

- (1) For satisfactory, full-time experience gained since June, 1996, as a project leader or as a major contributor on a complex project, in a large-scale mainframe computer operations or mainframe data communication network environment, you will receive:
 - (A) 15 points for at least one year but less than three years of experience; or
 - (B) 30 points for at least three years of experience.
- (2) For satisfactory, full-time experience gained since June, 1996, in a large-scale mainframe computer operations or mainframe data communication network environment operating computer consoles and computer peripheral devices, you will receive:
 - (A) 5 points for at least one year but less than three years of experience; or
 - (B) 10 points for at least three years of experience.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer software development and maintenance, technical support, quality assurance (QA), hardware installation, or as an end user will not be accepted for gaining additional credit.

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 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 appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have at least two years of satisfactory, full-time experience gained since June, 1996, in the operation of MVS/VM/ESA, MVS Z/OS, O/S 390, A/S 400, Vax/VMS, VTAM, HP 9000 UNIX, IBM RS/6000 UNIX operating systems, you may be considered for appointment to positions requiring these types of experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring such experience. To indicate your interest in such Selective Certifications, you must complete the applicable section(s) of the Special Insert.

The Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements **now**, simply fill out the Special Insert and submit it with the rest of your application. If you will meet the Selective Certification requirements **at some future date**, submit a completed copy of the Special Insert by mail at that time to: DCAS Bureau of Examinations - GEEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your Social Security Number on your correspondence.

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.

Promotion Test: A promotion examination for this title is being held for eligible City employees. The names appearing on the promotion list will be considered first in filling vacancies.

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. 13622; Computer Operations Occupational Group.

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

**COMPUTER SPECIALIST (OPERATIONS)
EXAMINATION NO. 3050
SPECIAL INSERT**

SOCIAL SECURITY NUMBER

If you are applying for Selective Certification, you must complete this special insert and submit it with your application for this examination.

SELECTIVE CERTIFICATION

All information provided must be verifiable. Please answer the questions carefully and provide all requested information. Any false or inaccurate entries may result in your disqualification. Be sure to write in your social security number above. Do **not** write your name anywhere on this form.

A.1 SELECTIVE CERTIFICATION FOR MVS/VM/ESA

If you wish to be considered for selective certification for MVS/VM/ESA, you must describe this experience clearly and in detail (indicating that the experience was in the MVS/VM/ESA operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 in **the operation of MVS/VM/ESA operating systems**.

Do you wish to apply for selective certification for **MVS/VM/ESA**?

Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of MVS/VM/ESA operating systems**?

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 2 SELECTIVE CERTIFICATION FOR MVS Z/OS

If you wish to be considered for selective certification for MVS Z/OS, you must describe this experience clearly and in detail (indicating that the experience was in the MVS/VM/ESA operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 in **the operation of MVS/VM/ESA operating systems.**

Do you wish to apply for selective certification for **MVS/VM/ESA**?

Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of MVS/VM/ESA operating systems?**

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 3 SELECTIVE CERTIFICATION FOR O/S 390

If you wish to be considered for selective certification for O/S 390, you must describe this experience clearly and in detail (indicating that the experience was in the O/S 390 operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 in **the operation of O/S 390 operating systems.**

Do you wish to apply for selective certification for **O/S 390**?

Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of O/S 390 operating systems?**

Y e s

No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 4 SELECTIVE CERTIFICATION FOR A/S 400

If you wish to be considered for selective certification for A/S 400, you must describe this experience clearly and in detail (indicating that the experience was in the operation of A/S 400) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 **in the operation of A/S 400 operating systems.**

Do you wish to apply for selective certification for A/S 400? Yes No

Do you have two years of satisfactory, full-time experience gained since June, **in the operation of A/S 400 operating systems?**

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 5 SELECTIVE CERTIFICATION FOR Vax/VMS

If you wish to be considered for selective certification for Vax/VMS, you must describe this experience clearly and in detail (indicating that the experience was in a Vax/VMS operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 **in the operation of Vax/VMS operating systems.**

Do you wish to apply for selective certification for Vax/VMS? Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of Vax/VMS operating systems?**

Yes

No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 6 SELECTIVE CERTIFICATION FOR VTAM

If you wish to be considered for selective certification for VTAM, you must describe this experience clearly and in detail (indicating that the experience was in a VTAM operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 **in the operation of VTAM operating systems.**

Do you wish to apply for selective certification for VTAM? Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of VTAM operating systems?**

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3

A. 7 SELECTIVE CERTIFICATION FOR HP 9000 UNIX

If you wish to be considered for selective certification for **HP 9000 UNIX operating systems**, you must describe this experience clearly and in detail (indicating that the experience was in an **HP 9000 UNIX** operating environment) on the Education and Experience Test Paper. In order to be considered for this selective certification, you must have at least two years of satisfactory, full-time experience gained since June, 1996 **in the operation of HP 9000 UNIX operating systems.**

Do you wish to apply for selective certification for **HP 9000 UNIX?** Yes No

Do you have two years of satisfactory, full-time experience gained since June, 1996 **in the operation of HP 9000 UNIX operating systems?**

Yes No

If yes, how much? _____ / _____ From _____ / _____ To _____ / _____
Year(s)/Month(s) Month/Year Month/Year

Check each box which corresponds to the box(es) on the Education and Experience Test Paper that qualifies you for this selective certification: Box 1 Box 2 Box 3
