



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

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

MICHAEL R. BLOOMBERG  
 Mayor

MARTHA K. HIRST  
 Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO ASSOCIATE LABORATORY MICROBIOLOGIST**

**Exam. No. 5528**  
 (For agencies under the jurisdiction of DCAS only)

<b>WHEN TO APPLY:</b> From: October 5, 2005 To: October 25, 2005	<b>APPLICATION FEE: \$50.00</b> <i>Payable only by money order to D.C.A.S. (EXAMS)</i>
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**WHAT THE JOB INVOLVES:** Associate Laboratory Microbiologists supervise, train, assign work to and evaluate work performance of staff in a small laboratory or laboratory sub-unit performing routine and complex clinical and/or environmental laboratory tests and analyses. 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 \$45,937 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to higher levels at the discretion of the agency.

**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**. DCAS will not accept applications in person from candidates.

**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:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Laboratory Microbiologist; and
- (2) 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.)

If you do not know if you are eligible, check with **your agency's personnel office**. 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 your test paper(s) will not be rated.

**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 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 in the box at the top right side of the cover page and the examination title and number in the space provided. Fill out Sections A.4, A.5, B and D. 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 obtain additional credit):** 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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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

**Additional Credit:**

For full-time satisfactory experience performing complex clinical and/or environmental laboratory tests and analyses in a laboratory within the last five years you will receive:

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

For full-time satisfactory 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 within the last five years you will receive:

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

In addition:

10 points will be given for a baccalaureate degree 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. 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 the 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 to Fill Positions in Various Laboratory Specialties:** If you have at least two years of full-time technical experience acquired within the last five years in one or more of the following areas: Bacteriology, Cellular Immunology, Clinical Chemistry, Diagnostic Immunology, Environmental Microbiology, Histology, Molecular Testing, Mycobacteriology, Parasitology, STD Stat Testing, Toxicology, or Virology, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. **If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification.** The Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification requirements at some future date, submit documentation 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.

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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 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. 21514; Laboratory Technology 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)