NOTICE OF EXAMINATION

PROMOTION TO ASSOCIATE RETIREMENT BENEFITS EXAMINER
Exam. No. 2504

WHEN TO APPLY: From: March 5, 2003 To: March 25, 2003
APPLICATION FEE: $35.00 Payable only by money order to D.C.A.S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on Saturday, June 28, 2003.

WHAT THE JOB INVOLVES: Associate Retirement Benefits Examiners perform technical work, supervisory work and counseling work of varying degrees of difficulty and responsibility, in the field of retirement benefits examining. All personnel 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 $34,172 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments to the higher level(s) are made 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. Applications will not be accepted in person.

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 date of the multiple-choice test:

(1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Assistant Retirement Benefits Examiner; 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 your permanent title or whether you are on a Preferred List, check with your agency's personnel office. If you are marked "not eligible", your application fee will not be refunded and your test paper(s) will not be rated.

You may be given the test before a review of your eligibility.

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 an 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.

REQUIRED FORM(S): 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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE
THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test. Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The multiple-choice test may include questions on: mathematical reasoning and calculations; written communication; interpretation and application of laws, rules, regulations and procedures relating to retirement system benefits; principles of supervision including delegation and monitoring of workflow; analysis and interpretation of computer generated information; standards of proper employee ethical conduct, including the provisions of Mayor's Executive Order No. 16 of 1978 as amended; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice 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.

SPECIAL ARRANGEMENTS:

Late Filing: Consult your agency's personnel office to determine the procedure for filing a late application if you meet one or more of the following conditions:

(1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or

(2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the “Application for Examination.”

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

(1) compulsory attendance before a public body;

(2) on-the-job injury or illness caused by municipal employment;

(3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;

(4) absence due to ordered military duty; or

(5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.