



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

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

**NOTICE
 OF
 EXAMINATION**

PROMOTION TO CEMENT MASON
Exam. No. 6545
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: May 2, 2007 **APPLICATION FEE: \$60.00**
 To: May 22, 2007 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, October 6, 2007.**

WHAT THE JOB INVOLVES: Under direction, Cement Masons prepare, mix, lay and finish cement and concrete to grade and contour; prepare and set forms; lay concrete floors, pavements, walks, foundations and retaining walls; screed and finish concrete to grade; prepare requisitions for specific jobs; operate small power equipment and tools; keep records; supervise assigned personnel; may operate a motor vehicle; and perform related work.

Some of the physical activities performed by Cement Masons and environmental conditions experienced are: crouching, carrying tools and/or equipment weighing up to 50 pounds; working outdoors in all kinds of weather; wearing ear plugs, work gloves and work shoes when performing work; and removing concrete with hand tools and/or power tools.

(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 \$34.00 per hour for a 35-hour week. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form 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 date of the multiple-choice test:**

- (1) holds a permanent (not provisional) competitive appointment in or appears on a Preferred List (see Note, below) for the title of Mason's Helper; 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.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You may be given the test before a review of your eligibility. 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 you will not receive a score.

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.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

REQUIRED FORM:

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.

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: cement masonry techniques and practices; tools and equipment; materials; reading instructions; job related mathematics; supervisory techniques and safety practices; 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 promotion when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for motor vehicle Driver License: If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions in certain agencies requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license.

Selective Certification for Commercial Driver License: (for the Department of Transportation only): All appointments to positions in the Department of Transportation require a Class B Commercial Driver License valid in the State of New York. Such license must have no restrictions which would preclude the performance of Cement Mason work. If you have either: (1) a Class B Commercial Driver License valid in the State of New York with no such restrictions, or (2) a motor vehicle Driver License valid in the State of New York and a learner's permit for a Class B Commercial Driver License valid in the State of New York with no such restrictions, you may be considered for appointment to positions at the Department of Transportation through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you qualify under (2) above, you will be appointed subject to the receipt of a Class B Commercial Driver License valid in the State of New York with no such restrictions within ninety days of appointment.

Candidates who are considered for positions requiring the above Class B Commercial Driver License must pass a drug screening in order to be appointed to the NYC Department of Transportation.

For all Selective Certification Appointments: You must follow the instructions given to you on the day of the multiple-choice test to indicate your interest in either of the above Selective Certifications. The license requirements may be met at any time during the duration of the eligible list. If you will meet a license requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examination - UTEG, 1 Centre Street, New York, NY 10007. Please include the examination number and your social security number in your correspondence.

If you are appointed through Selective Certification, you must maintain the required license for the duration of your employment.

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 become eligible 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.

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 and The New York City Health and Hospitals Corporation are Equal Opportunity Employers.

Title Code No. 92210; Skilled Craftsman and Operative Service

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