



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

RUDOLPH W. GIULIANI
 Mayor

WILLIAM J. DIAMOND
 Commissioner

**NOTICE
 OF
 EXAMINATION**

PROMOTION TO COMPUTER PROGRAMMER ANALYST

Exam. No. 1548

WHEN TO APPLY: From: November 7, 2001 **APPLICATION FEE: \$40.00**
 To: November 27, 2001 *Payable only by money order to D.C.A.S. (EXAMS)*

WHAT THE JOB INVOLVES: At Assignment Level I: Computer Programmer Analysts, under general supervision, with some latitude for independent or unreviewed action or decision, perform work in the development of computer programs; may supervise work in the development of computer programs; and 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 \$36,919 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher assignment 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 last day of the application period:**

- (1) is employed in the non-competitive title of College Aide, assignment levels II and III; and
- (2) meets the education requirements listed below; and
- (3) is not otherwise ineligible.

If you do not know your title, 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.

EDUCATION REQUIREMENTS: A baccalaureate degree with a minimum grade point average of 3.0 out of 4.0 from an accredited college, including or supplemented by 12 semester credits in information technology, computer science, management information systems, or data processing.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must be employed in the eligible title and level at the time of promotion. Additionally, you must have served in the eligible title and level for at least four months.

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.1, A.2, A.3, A.4, B, C and D. This form must be filled out completely and in detail for you to receive your

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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. If you can meet the qualification requirements **only** by having completed the undergraduate or graduate credits specified in the "How to Qualify" section, you must request a "**course-by-course**" evaluation (including a "document-by-document" 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:** Write your social security number on the line at the center of the cover page. **Part I: Selective Certification:** 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 selective certification, complete all information requested in that section. **Part II: Professional Certification:** Follow the instructions to request credit for professional certification(s). In order to receive equivalent experience credit for any professional certification you claim, you must attach a copy of your certificate.

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 up to a maximum of 100 points on the following basis:

Additional Credit:

For full-time satisfactory paid experience between **November 1, 1994 and November 27, 2001** in computer programming, you will receive an additional:

- (A) 10 points for at least five months but less than one year of experience; or
- (B) 20 points for at least one year but less than three years of experience; or
- (C) 30 points for at least three years of experience.

Specific professional certifications can be equated to either 12 months or 18 months of experience for additional credit. Part II of the Special Insert contains instructions for requesting additional credit based on the certifications, as well as a list of the acceptable professional certifications. In order to receive equivalent experience credit for any professional certification you claim, you must attach a copy of your certificate.

For full-time satisfactory paid experience of at least five months between **November 1, 1991 and October 31, 1994** in computer programming, you will receive an additional 5 points.

Experience used to meet the minimum requirements cannot be used to gain 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.

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:

Investigation: All eligibles must pass a background investigation by the Department of Investigation.

Selective Certification for Special Experience: If you have 12 months of acceptable paid experience or professional certification(s) in Database Systems and Applications Development, Mainframe Programming, Internet and Emerging Technologies, Networking Technologies, and/or PC Technologies,

you may be considered for appointment to positions requiring these types of experience or certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these types of experience. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in Selective Certification. You must also complete the applicable section(s) in the Special Insert. The acceptable professional certifications are listed in **Part II** of the **Special Insert**.

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.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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. 13651; Computer Programmer Analyst Occupational Group

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/html/dcas**

9 Yes 9 No

If yes, list the name of the Professional Certification: _____

Section A.3 **Selective Certification for Internet and Emerging Technologies**

Do you wish to apply for selective certification for **Internet and Emerging Technologies**? 9 Yes 9 No

Definition of Internet and Emerging Technologies Experience: At least 12 months experience configuring, programming, testing, debugging, implementing, documenting, maintaining, and/or troubleshooting applications in a web-based environment. Examples include: HTML, XML, JavaScript, Perl, Crystal, Oracle2000, Cold Fusion; or a professional certification as described in Part II of this Special Insert.

Do you have 12 months of **Internet and Emerging Technologies** experience as described above? 9 Yes 9 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 9 Box 2 9 Box 3 9

Do you have a professional certification in **Internet and Emerging Technologies** as described in **Part II** of the **Special Insert**? 9 Yes 9 No

If yes, list the name of the Professional Certification: _____

Section A.4 **Selective Certification for Networking Technologies**

Do you wish to apply for selective certification for **Networking Technologies**? 9 Yes 9 No

Definition of Networking Technologies experience: At least 12 months experience configuring, programming, testing, debugging, implementing, documenting, maintaining and/or troubleshooting for computer networks and/or computers in a LAN/WAN networked environment. Examples include: Windows NT and Novell Netware; or a professional certification as described in Part II of this Special Insert.

Do you have 12 months of **Networking Technologies** experience as described above? 9 Yes 9 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 9 Box 2 9 Box 3 9

Do you have a professional certification in **Networking Technologies** as described in **Part II** of the **Special Insert**? 9 Yes 9 No

If yes, list the name of the Professional Certification: _____

Section A.5 **Selective Certification for PC Technologies**

Do you wish to apply for selective certification for **PC Technologies**? 9 Yes 9 No

Definition of PC Technologies experience: At least 12 months experience configuring, programming, testing, debugging, implementing, documenting, maintaining and/or troubleshooting desktop software applications. Examples include MS Access, Clipper, FoxPro.

Do you have 12 months of **PC Technologies** experience as described above? 9 Yes 9 No

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

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 **9** Box 2 **9** Box 3 **9**

PART II: PROFESSIONAL CERTIFICATION

If you hold a professional certification in any of the following areas, you may be eligible for additional credit as noted below. If you hold a professional certification in any of these areas, you may be eligible for Selective Certification. In order to receive additional credit, or to be considered for selective certification, place a check on the line corresponding to each certification which you hold and attach a copy of each certification to this Special Insert. Additional credit, or consideration for selective certification will not be granted unless copies of certifications are attached to this Special Insert.

A. After the minimum requirements are met, the following industry-standard documented credentials will equate, for exam scoring purposes, to **18 months** of experience:

NETWORKING TECHNOLOGIES

- _____ Microsoft Certified Systems Engineer
- _____ Master Certified Novell Engineer-Management
- _____ Master Certified Novell Engineer-Connectivity
- _____ Master Certified Novell Engineer-Messaging
- _____ Master Certified Novell Engineer-Internet/Intranet Solutions
- _____ Master Certified Novell Engineer-AS/400 Integration
- _____ Master Certified Novell Engineer-UNIX Integration
- _____ Master Certified Novell Engineer-Windows NT Integration
- _____ Cisco Certified Internetworking Expert (CCIE): WAN Switching Expert
- _____ Cisco Certified Internetworking Expert (CCIE): Internet Service Provider Dial Expert
- _____ Cisco Certified Internetworking Expert (CCIE): Routing and Switching Expert

DATABASE SYSTEMS AND APPLICATION DEVELOPMENT

- _____ Oracle Certified Database Administrator
- _____ Microsoft Certified Database Administrator

B. In addition, after the minimum requirements are met, the following industry-standard documented credentials will equate, for exam scoring purposes, to **1 year (12 months)** of experience:

DATABASE SYSTEMS AND APPLICATIONS DEVELOPMENT

- Lotus Certifications
 - _____ Certified Lotus Specialist
 - _____ Certified Lotus Professional-Application Developer
 - _____ Certified Lotus Professional-Principal Application Developer
 - _____ Certified Lotus Professional-System Administrator
 - _____ Certified Lotus Professional-Principal System Administrator
 - _____ Certified Lotus Professional-cc: Mail System Administrator

- Borland Certification
 - _____ Delphi 3 Certified Developer
 - _____ Borland Delphi 3 Certified Trainer

- Centura Certifications
 - _____ Centura Database Developer
 - _____ Centura Database Administrator

- Informix Certified Professional
 - _____ Database Specialist-Informix Online Dynamic Server
 - _____ System Administrator-Informix Online Dynamic Server
 - _____ Informix 4GL Certified Professional

- Sybase Certifications
 - _____ Certified Database Administrator

_____ Certified Performance and Tuning Specialist
_____ Certified Open Interfaces Developer

Prosoft/Net Guru Technologies Certifications

_____ Prosoft/NGT Certified Internet Web Developer Instructor

Novell Certifications

_____ Certified InfiLearning Instructor
_____ Certified Novell Instructor
_____ Master Certified Novell Instructor
_____ Computer Associates Certification
_____ Certified Unicenter Engineer

Hewlett-Packard Certification

_____ HP OpenView Certified Consultant-UNIX
_____ HP OpenView Certified Consultant-Windows NT
_____ HP OpenView Certified Consultant-UNIX and Windows NT

MAINFRAME PROGRAMMING

IBM AIX Certifications

_____ IBM Certified Specialist-AIX System Administration
_____ IBM Certified Specialist-AIX Support
_____ IBM Certified Advanced Technical Expert-RS/6000 AIX

IBM AS/400 Certifications

_____ IBM Certified Specialist-AS/400 Associate System Operator
_____ IBM Certified Specialist-AS/400 Professional System Operator
_____ IBM Certified Specialist-AS/400 Associate System Administrator
_____ IBM Certified Specialist-AS/400 Professional System Administrator

_____ Sun Certified Solaris 2.5 Network Administrator

INTERNET AND EMERGING TECHNOLOGIES

Sun Certifications

_____ Certified Java Programmer-JDK 1.0.2
_____ Certified Java Programmer-JDK 1.1
_____ Certified Java Developer-JDK 1.0.2
_____ Certified Java Developer-JDK 1.1
_____ Sun Certified Solaris Administrator

Silicon Graphics Certifications

_____ Silicon Graphics Certified IRIX 6.x System Administrator
_____ Silicon Graphics Certified IRIX Network Administrator

IBM Certifications

_____ Certified Solutions Expert-Net.Commerce
_____ Certified Solutions Expert-Firewall

Novell Certifications

_____ Internet Business Strategist
_____ Web Designer
_____ Intranet Manager
_____ Internet Architect

Prosoft/Net Guru Technologies Internet Webmaster Certifications

_____ Certified Internet Webmaster Designer
_____ Certified Internet Webmaster Developer I
_____ Certified Internet Webmaster Developer II
_____ Certified Internet Webmaster Administrator
_____ Certified Internet Webmaster Network Professional
_____ Certified Internet Webmaster Security Professional
_____ Certified Internet Webmaster ECommerce Professional

Hycurve (USWeb) Learning Certifications

_____ USWeb Learning Certified Specialist

_____ USWeb Learning Certified Architect

NETWORKING TECHNOLOGIES

Sun Certifications

_____ Sun Certified Solaris 2.5 Network Administrator

Baan Certifications

_____ Baan Advanced Certification in Enterprise Logistics

_____ Baan Advanced Certification in Enterprise Finance

_____ Baan Advanced Certification in Enterprise Tools

_____ Baan Advanced Certification in Enterprise Modeler

Banyan Certifications

_____ Certified Banyan Specialist

_____ Certified Banyan Specialist (CBS)-Windows NT

_____ Certified Banyan Engineer

IBM Certifications

_____ IBM Certified Specialist-OS/2 Warp Server Administration

_____ IBM Certified Systems Expert-OS/2 Warp Server

_____ IBM Certified Specialist-OS/2 LAN Server 4.0 Administration

_____ IBM Certified Systems Expert-OS/2 LAN Server 4.0

_____ IBM Certified Instructor-OS/2 Warp

_____ IBM Certified Instructor-OS/2 LAN Server

_____ IBM Certified Instructor-OS/2 Warp Server

Novell Certifications

_____ Certified Novell Administrator-NetWare 3

_____ Certified Novell Administrator-InternetWare

_____ Certified Novell Administrator-GroupWise 4

_____ Certified Novell Administrator-GroupWise 5

_____ Certified Novell Engineer-NetWare 3

_____ Certified Novell Engineer-InternetWare

_____ Certified Novell Engineer-GroupWise 4

_____ Certified Novell Engineer-GroupWise 5

Prosoft/Net Guru Technologies

_____ Prosoft/NGT Certified Windows NT Instructor

_____ Prosoft/NGT Certified Network Professional Instructor

_____ Prosoft/NGT Certified Security Professional Instructor