



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

NOTICE OF EXAMINATION

QUALITY ASSURANCE SPECIALIST Exam. No. 2035

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

WHAT THE JOB INVOLVES: Under supervision, Quality Assurance Specialists determine the acceptability of various supplies, materials and services, to ensure that purchase or contract specifications are fulfilled; 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 \$32,184 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Appointments to the higher assignment level are made at the discretion of the agency.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, 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 and four years of full-time experience purchasing or inspecting supplies or materials as described above; or
2. An associate degree from an accredited college, plus three years of full-time experience as described above; or
3. A baccalaureate degree from an accredited college, plus one year of full-time experience as described above; or
4. A satisfactory combination of education and/or experience equivalent to 1, 2, or 3. However, all candidates must have a high school diploma or its educational equivalent and at least one year of full-time experience as described above.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical Requirement: Medical guidelines have been established for the position of Quality Assurance Specialist. Candidates will be examined to determine whether they can perform the essential functions of the position of Quality Assurance Specialist. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the examination, and /or to perform the essential functions of the job.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Residency Requirement: You must be a City resident within ninety days of the date you are appointed to this position if the appointing agency requires City residency and:

- (1) You begin City service as a result of this examination; or
- (2) You are currently a City employee and you began City service on or after September 1, 1986.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Since some agencies do not require City residency, consult the **appointing agency-s personnel office** at the time of the appointment interview to find out if City residency is required. If you are required to be a City resident, you must maintain City residency as a condition of employment.

English Requirement: You 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 Sections A.1, A.2, B and C. 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 Certification for Special Experience or License :** In order to be considered for selective certification for Quality Assurance Specialist specialty titles or license, fill out the **Special Insert**. Write your social security number on each page. This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Special Insert for your records.

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 a maximum of an additional five years of experience, one year of experience credit for each year you worked.

If any of the above experience is on a part-time basis, it will be credited according to the equivalent percentage 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. You will receive credit up to a maximum of 100 points on the following basis:

- I. For experience in a **government agency** performing quality assurance review involving the monitoring and administration of quality assurance tests and measurements, selection of samples for laboratory testing, and the inspection of supplies, materials and services as to quantity, quality, condition, size, and packaging to ensure compliance with specifications, you will receive:
 - A) 10 points for at least 1 year but less than 2 years of experience; or
 - B) 20 points for at least 2 years but less than 4 years of experience; or
 - C) 30 points for 4 or more years of experience.

- II. For experience in other than a government agency performing quality assurance review involving the monitoring and administration of quality assurance tests and measurements, selection of samples for laboratory testing, and the inspection of supplies, materials and services as to quantity, quality, condition, size, and packaging to ensure compliance with specifications, you will receive:
 - A) 5 points for at least 1 year but less than 2 years of experience; or
 - B) 10 points for at least 2 years but less than 4 years of experience; or
 - C) 15 points for 4 or more years of experience.

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, your name will be placed in 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: The eligible list resulting from this examination may be selectively certified and made appropriate for filling vacancies in Quality Assurance Specialist (specialty) titles which require specific experience. If you qualify for such selective certification, you may be given preferred consideration for appointment to these specialty titles. The selective certification specialty titles include Quality Assurance Specialist (Automotive Equipment), Quality Assurance Specialist (Foods), Quality Assurance Specialist (Fuel), Quality Assurance Specialist (Metals), and Quality Assurance Specialist (Pupil Transportation). In order to be considered for selective certification for Quality Assurance Specialist specialty titles, fill out the **Special Insert**.

Selective Certification for License: Candidates who elect to be selectively certified under the Quality Assurance Specialist (Foods) title may also be selectively certified for license if they possess a State of New York Department of Agriculture and Markets Article IV license - Test Method E&J (Milk Receiver Gerber Method).

List Use: Eligibles who accept appointment to either the Quality Assurance Specialist or to any of the specialty titles will have their names removed from the list resulting from this examination.

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.

**QUALITY ASSURANCE SPECIALIST
EXAM NO. 2035
SPECIAL INSERT
SELECTIVE CERTIFICATION FOR
SPECIALIZED EXPERIENCE**

Social Security No. _____/_____/_____

This special insert must be completed and submitted with your application if you wish to be considered for

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, 100 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer
Title Code No. 34171; Purchase Inspection Occupational Group.

Selective Certification for appointment to Quality Assurance specialty titles.

The eligible list resulting from this examination may be selectively certified to fill positions in agencies which require specific Quality Assurance Specialist experience. To be eligible for Selective Certification, candidates must meet the education and experience requirements for Quality Assurance Specialist by the last day of the application period. If you would like to be considered for Selective Certification in one or more of the specialty areas, check Yes and fill out the required information next to the specialty(ies) in which you are interested. Be sure to fill in your social security number at the top of this form.

If you wish to be considered for Selective Certification for any of the specialty titles listed, you must have at least one-year of full-time related experience as indicated in the specific job descriptions below. Complete the sections below which apply to you.

A. Quality Assurance Specialist (Automotive Equipment) Job Description: Conducts quality assurance inspections and tests to determine the acceptability and safe operation of automotive vehicles and transport equipment, inspects automotive parts, supplies and repairs to ensure that purchase or contract specifications are fulfilled. Prepares associated reports and correspondence.

1. Do you wish to apply for selective certification for the specialty title of **Quality Assurance Specialist (Automotive Equipment)**?

Yes No

2. Do you have at least one-year of **Quality Assurance Specialist (Automotive Equipment)** experience as described above?

Yes No

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

4. 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

Other Attachments Box(es)

Social Security # _____

B. Quality Assurance Specialist (Foods) Job Description: Conducts quality assurance inspections to determine the acceptability of food, food products and forage in accordance with the standards and provisions of pertinent laws and sanitary codes, administers quality assurance tests & measurements, and selects samples for laboratory testing to ensure that purchase or contract specifications are fulfilled. Prepares associated reports and correspondence.

1. Do you wish to apply for selective certification for the specialty title of **Quality Assurance Specialist (Foods)**?

Yes No

2. Do you have at least one-year of **Quality Assurance Specialist (Foods)** experience as described above?

Yes No

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

4. 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 Other Attachments Box(es) _____

Selective Certification for License: Do you possess a State of New York Department of Agriculture and Markets Article IV license - Test Method E&J (Milk Receiver Gerber Method)

Yes No

C. Quality Assurance Specialist (Fuel) Job Description: Conducts quality assurance inspections and tests and selects samples for laboratory testing to determine the acceptability of fuels and lubricants, coal, fuel oil, gasoline, kerosene, asphalt and other petroleum related products to ensure that purchase or contract specifications are fulfilled. Prepares associated reports and correspondence.

1. Do you wish to apply for selective certification for the specialty title of **Quality Assurance Specialist (Fuel)**?

Yes No

2. Do you have at least one-year of **Quality Assurance Specialist (Fuel)** experience as described above?

Yes No

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

4. 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 Other Attachments Box(es) _____

Social Security # _____

D. Quality Assurance Specialist (Metals) Job Description: Conducts quality assurance inspections and monitors the entire manufacturing process in a mill shop, foundry, yard or other location to ensure proper quality control in the manufacture of **rolled steel**, including beams, plates and rails, **steel fabrication**, including the

