



THE CITY OF NEW YORK  
DEPARTMENT OF CITYWIDE  
ADMINISTRATIVE SERVICES  
APPLICATIONS UNIT  
ONE CENTRE STREET, 14<sup>TH</sup> FLOOR  
NEW YORK, NY 10007

<b>REQUIRED FORMS</b>
APPLICATION FORM EDUCATION AND EXPERIENCE TEST PAPER

MICHAEL R. BLOOMBERG  
Mayor

MARTHA K. HIRST  
Commissioner

## NOTICE OF EXAMINATION

**PROMOTION TO LABORATORY MICROBIOLOGIST**

**Exam. No. 8537**

<p><b>WHEN TO APPLY:</b> From: December 3, 2008 To: December 23, 2008</p>	<p><b>APPLICATION FEE: \$40.00</b> Payable by mail by money order to DCAS (EXAMS) or payable online by credit card, bank card, or debit card.</p>
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**WHAT THE JOB INVOLVES:** Laboratory Microbiologists, under general supervision, perform scientific laboratory work of a routine technical nature with some exercise of independent judgment and initiative in accordance with the provisions of the New York City Health Code. All Laboratory Microbiologists perform related work.

**Special Working Conditions:** Laboratory Microbiologists may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the environmental conditions experienced by Laboratory Microbiologists are exposure to hazardous chemicals, pathogens, and carcinogens. Laboratory Microbiologists will have protection during such exposure. Laboratory Microbiologists may be required to wear non-latex gloves, a face mask, or a respirator.

(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 \$38,819 per annum. This rate is subject to change. There are two assignment levels within this class of positions. Promotions will be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment level at the discretion of the agency.

**HOW TO APPLY:** If you believe you are eligible to take this examination, there are two ways to apply for this examination:

1. **Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at [www.nyc.gov/examsforjobs](http://www.nyc.gov/examsforjobs) and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** 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.

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) holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Laboratory Associate; 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 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.

**REQUIRED FORM(S):**

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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:** Fill out Sections **B, C, 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. **If you are applying by mail**, 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 box provided. **If you are applying online**, follow the online instructions.

#### **REQUIREMENTS TO BE PROMOTED:**

**Medical Requirement:** Some Laboratory Microbiologists will be required to pass a medical examination, depending on assignment. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him/her to take the examination, and/or perform the essential functions of the job.

**THE TEST:** You will be given an experience test. Your score on this test will be used to determine your place on an eligible list. On the 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 experience as a microbiologist performing at the technologist or higher level in a clinical or environmental laboratory from December, 2003 through December, 2008 you will receive:

- a) 15 points for at least one but less than three years of experience; or
- b) 30 points for at least three years of experience.

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 must be obtained by **the last day of the Application Period**.

**THE TEST RESULTS:** If you have filed for this examination and are found 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 Foreign Language:** If you can speak Spanish, Cantonese, Mandarin, Russian, Korean, Italian, or French Creole, you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability.

**Selective Certification to Fill Certain Positions Requiring a License Issued by the State of New York:** If you possess a current and valid license issued by the State of New York as a Certified Histological Technician or Clinical Laboratory Technologist, you may be considered for promotion to positions requiring that license through a process called Selective Certification.

**In order to be evaluated, candidates must fill out sections C and D of their Education and Experience Test Paper.**

**Selective Certification to Fill Certain Positions Requiring Specialized Experience:** If you meet the requirements listed below, 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.

#### **Requirements:**

1. Two years of full-time technical experience acquired within the last five years in environmental microbiology; bacteriology; or environmental parasitology including free-living protozoa and helminths; *or*

2. Two years of full-time technical experience acquired within the last five years working in a public health or reference laboratory in  
virology or immunology;  
molecular typing;  
bacteriology;  
histology;  
Polymerase Chain Reaction or Nucleic Acid Amplified Technology;  
High Performance Liquid Chromatography and related technology;  
TB Antimycobacterial Susceptibility Testing; or  
environmental microbiology.

**In order to be evaluated, candidates must fill out section B of their Education and Experience Test Paper and indicate in Section D the selective certification specialty(s) for which they are applying.**

The Selective Certification requirement may be met at any time for the duration of the list. If you will meet any of the above Selective Certification requirements **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 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:** If you applied online, you will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact this agency at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include your social security number and the examination number and title in your email. If you applied by mail, 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 Unit of the Division of Citywide Personnel Services, One Centre Street, 14<sup>th</sup> Floor, New York, NY 10007.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 21513; Laboratory Technology Occupational Group

For information about other exams, and your exam or list status, call 212-669-1357.  
Internet: [nyc.gov/dcass](http://nyc.gov/dcass)