



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATION UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

**PROMOTION TO PRINCIPAL ADMINISTRATIVE ASSOCIATE (HHC)
(For the New York City Health and Hospitals Corporation Only)
AMENDED NOTICE**

Exam. No. 8576

**WHEN TO APPLY: From: March 4, 2009
To: April 7, 2009**

APPLICATION FEE: \$40.00
Payable by mail by money order to DC A S (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, June 20, 2009.**

The Notice of Examination is amended to extend filing through April 7, 2009.

WHAT THE JOB INVOLVES: Principal Administrative Associates, under general supervision, with some latitude for independent initiative and judgment, perform difficult and responsible office, supervisory or administrative functions utilizing manual and automated office systems. All Principal Administrative Associates 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 \$38,443 per annum. This rate is subject to change. There are three (3) assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. Employees may be assigned to the higher assignment level(s) at the discretion of the Corporation.

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

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System (OASys) at 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.
- 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 Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Health and Hospitals Corporation who **on the date of the multiple-choice test:**

- holds a permanent (not provisional) appointment in or appears on a Preferred List (see Note, below) for the title of Associate Bookkeeper, Cashier, Clerical Associate, Paralegal Aide, Research Assistant, Secretary, Stenographic Specialist, or Supervisor of Office Machine Operations; and
- 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 facility's personnel office**. You may be given the test before we verify 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.

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 the Health and Hospitals Corporation. 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 the ability to understand written English words, sentences, paragraphs, etc; the ability to write English words, sentences, paragraphs, etc., concisely and clearly so that others will understand; the ability to correctly perform numerical operations, such as adding, subtracting, dividing, multiplying and finding percentages; the ability to tell when something is wrong or is likely to go wrong; the ability to establish a course of action for yourself and/or subordinates to accomplish a specific goal; the ability to analyze a problem or situation and make appropriate judgments; principles and techniques of supervision; standards of proper employee ethical conduct; 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 Special Skills: If you possess the special skills described below, you may be given preferred consideration for promotion to positions requiring such special skills through a process called Selective Certification. If you satisfy the Selective Certification requirements and wish to be considered for Selective Certification, follow the instructions given to you in the multiple-choice test booklet on the day of the multiple-choice test. These selective certification requirements may be met at any time during the duration of the eligible list. If you meet this requirement 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.

Selective Certification # 1 - Foreign Language: If you know American Sign Language or if you can speak a foreign language, you may be considered for appointment to positions requiring this ability. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability.

Selective Certification # 2 - Administrative Secretary Requiring Typing Skills: For positions performing difficult and responsible administrative work in the capacity of administrative secretary to a divisional director or higher level manager which requires typing skills. You will be required to meet the typing skills requirement by demonstrating the ability to type accurately on a personal computer at a minimum speed of 45 words per minute after errors are deducted.

A concurrent examination for Promotion to Principal Administrative Associate for agencies under the jurisdiction of the Commissioner of the NYC Department of Citywide Administrative Services and a concurrent open-competitive examination for Principal Administrative Associate will also be given.

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

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your facility'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 Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14 th floor, NY, NY.

The New York City Health and Hospitals Corporation is an Equal Opportunity Employer.
Title Code No. 960210; Office Worker Occupational Group

**For information about other exams call 212-669-1357.
Internet: nyc.gov/dcas**