



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

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

ASSISTANT CHEMIST
Exam. No. 0104
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: June 2, 2010 To: June 22, 2010	APPLICATION FEE: \$45.00 Payable only by money order to DCAS (EXAMS) or payable online by credit card, bank card or debit card.
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WHAT THE JOB INVOLVES: Assistant Chemists, under supervision, perform professional chemist work of moderate difficulty and responsibility. All Assistant Chemists perform related work.

Some of the physical activities performed by Assistant Chemists and environmental conditions experienced are: Lifting and carrying packages weighing approximately 20 pounds for a distance of 30 feet; performing duties in confined work areas; wearing protective garments such as respirators, gloves, lab coats, and goggles; handling and manipulating laboratory equipment and instruments/tools such as glass and plastic ware and lab tools, etc; adjusting settings on machines which require fine finger and hand coordination and control; and collecting samples at sites in all weather conditions.

Special Working Conditions: Assistant Chemists may be required to work all hours of the day or night and Saturdays, Sundays, and holidays.

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 \$44,623 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, 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 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 forms that you must fill out Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only.**

DCAS will not accept applications in person from candidates.

You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

Education and Experience Requirements: By the last day of the Application Period you must have:

1. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) included or supplemented by 16 semester credits in chemistry and 8 semester credits in any one or a combination of the following areas: chemistry, pharmacology, toxicology, environmental science, forensic science, or other natural science; and one year of full-time satisfactory experience performing chemical or physical analysis in a laboratory; or

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2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Education may be substituted for experience on the basis of 30 graduate semester credits for one year of experience from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in any of the areas of study described in "1" above for one year of experience. However, all candidates must have a baccalaureate degree from an accredited college with the specialized credits as described in "1" above.

At the time of appointment to clinical laboratories, candidates must possess a **valid License as a Clinical Laboratory Technologist issued by the New York State Education Department**. This license must be maintained for the duration of your employment.

Residency Requirement Advisory: Under New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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:** Fill out Sections **A.1(if applicable), A.4, A.5, A.6, B and C (if applicable)**. 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 examination title and number in the box provided. **If you are applying online**, follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education in this examination):** 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 "**course-by-course**" evaluation (which includes 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.

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

Additional Credit:

- I. For satisfactory, full-time experience performing chemical or physical analyses in a clinical, chemical, forensic or environmental laboratory you will receive:
 - (A) 10 points for at least 1 year but less than 3 years of experience; or
 - (B) 20 points for at least 3 years but less than 5 years of experience; or
 - (C) 30 points for at least 5 years of experience.
- II. 5 points will be granted for a masters degree in chemistry, toxicology, pharmacology, environmental science, forensic science, or other natural science from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

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 used to meet the minimum requirements cannot be used to gain additional credit.

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 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.

Selective Certification for Licensure: If you have a valid license as a Clinical Laboratory Technologist issued by the New York State Department of Education you may be given preferred consideration for appointment to positions requiring this license through a process called Selective Certification. This license must be maintained for the duration of employment. If you are interested in applying for this Selective Certification, state "license" in **Section D** on page 4 of the Education and Experience Test Paper. This requirement may be met at any time during the duration of the 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.

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. 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.

This examination is for all City agencies and not for the Health and Hospitals Corporation (HHC). If you would like to apply for Assistant Chemist in HHC you must submit a separate application and fee for Exam. No. 0161 from June 2, 2010 through June 22, 2010.

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, 14th Floor, NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 21810; Chemistry Occupational Group

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