



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
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
Mayor

EDNA WELLS HANDY
Commissioner

NOTICE OF EXAMINATION

PRINTING PRESS OPERATOR Exam No. 2017

WHEN TO APPLY: From: October 5, 2011
To: October 25, 2011

APPLICATION FEE: \$85.00
If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.

WHAT THE JOB INVOLVES: Printing Press Operators, under direction, perform journey-level printing press operator tasks in setting up and operating large scale offset printing presses including web presses. They set-up press for printing, start up press, monitor operations of running presses, make necessary adjustments to meet job specifications, maintain and clean machines, make routine repairs, select and load paper, mix/adjust ink to produce desired colors and shades, check and read proofs of work, may supervise subordinate printing press operators and perform related work.

Some of the physical activities performed by Printing Press Operators and environmental conditions experienced are: standing upright for extended periods of time; lifting boxes of paper weighing up to fifty pounds; working in areas containing odors from inks; solvents and lubricants; crouching to work on printing presses; loading heavy rolls of paper onto press; working in noisy areas; communicating orally with other workers; listening to supervisor's instructions; and using hand tools to make adjustments to printing press.

Special Working Conditions: Printing Press Operators may be required to work shifts including nights, Saturdays, Sundays, and holidays as required by the needs of the service.

(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 \$35.20 per hour for a 40 hour work week. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you may submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. A valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, Hotmail, and AOL, offer free email addresses. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, prepaid debit card which you may purchase online or at various retail outlets, or money order payable to DCAS (Exams). If you pay online by credit card, bank card, or debit card, you will receive a \$5.00 discount. You may come to the DCAS Computerized Testing Centers to file for this examination online, submit a money order, or obtain a paper application for this examination.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Form: This form is included in the application package available at the DCAS Computerized Testing Centers and is located on the DCAS website at http://www.nyc.gov/html/dcas/html/employment/civilservice_exams.shtml#examinationforms. This form gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your "Application for Examination."

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO QUALIFY:

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

- (1) Five years of full-time satisfactory experience as an offset printing press operator; or
- (2) A minimum of three years experience on offset presses as described in "1" above **and** any combination of the following education and experience to make up the equivalent of five years of acceptable experience:
 - a. full-time satisfactory experience as an offset printing press operator's apprentice or helper; or
 - b. education in a technical high school, trade high school, or vocational high school with a major course of study in operating an offset printing press; or
 - c. graduation from a recognized trade school with a major course of study in operating an offset printing press, with a minimum of 600 course hours.

Education must be approved by a state's Department of Education or comparable agency.

Six months of acceptable experience will be credited for each year of full-time satisfactory apprentice or helper experience as described in "a" above or for each year of completed, relevant high school education as described in "b" above. Two years of acceptable experience will be credited for graduation from a recognized trade school as described in "c" above.

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.

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 FORMS:

- 1. **Application for Examination:** If you are applying online, follow the online instructions. If you are applying by mail, make sure that you follow all instructions included with your application, including payment of fee. Save a copy of the instructions for future reference.
- 2. **Education and Experience Test Paper:** Fill out Sections A.1, A.3, B, and D (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 online, follow the online instructions. 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. Be sure to write your examination number and social security number on each of the remaining pages of this form.
- 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.

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

If you have full-time satisfactory experience in a governmental agency operating a web or sheet fed offset printing press with two or more printing units (heads)	You will receive: 10 points for each year
If you have full-time satisfactory experience in other than a governmental agency operating a web or sheet fed offset printing press with two or more printing units (heads)	6 points for each year
If you have full-time satisfactory experience operating a single color sheet fed offset printing press	4 points for each year

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.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience: If you have at least three years of full-time satisfactory experience operating offset printing presses thirty-six inches or larger, you may be considered for appointment to positions in the New York City Police Department 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. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment. This requirement may be met at any time during the duration of the list. If you meet the Selective Certification requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations - USEG, 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.

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.

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Title Code No. 92123; The Skilled Craftsman and Operative Service

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