



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

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

MICHAEL R. BLOOMBERG  
 Mayor

EDNA WELLS HANDY  
 Commissioner

# NOTICE OF EXAMINATION

**ADMINISTRATIVE INVESTIGATOR**

**Exam No. 3004**

**AMENDED NOTICE: May 15, 2013**

<p><b>WHEN TO APPLY:</b> From: February 6, 2013</p> <p style="padding-left: 100px;">To: February 26, 2013</p>	<p><b>APPLICATION FEE: \$68.00</b></p> <p><b>If you pay online by credit card, bank card or debit card, you will receive a \$5.00 discount.</b></p>
<p><b>THE TEST DATE:</b> The multiple-choice test is expected to be held on <b>Saturday, June 22, 2013.</b></p>	

This Notice of Examination is amended to change the date of the multiple-choice test from June 1, 2013 to June 22, 2013.

**WHAT THE JOB INVOLVES:** This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions.

Under administrative direction with wide latitude for the exercise of independent initiative and judgment, supervises a large staff of investigators performing professional investigations of varying levels of complexity. Administrative Investigators direct criminal and non-criminal investigations designed to prevent or detect violations of law or violations of rules and regulations of municipal agencies or of Federal and State programs administered by municipal agencies; direct criminal investigations involving social benefit program fraud, tax fraud or City property theft; direct non-criminal investigations involving complaints against the City, employee discipline matters or investigations to verify or evaluate personal qualifications for City employment or licensure; plan, direct, and control a portion of all agency investigations and studies involving possible illegal, fraudulent, improper conduct or improper practices; manage and control the chain of custody of all information and evidence gathered by investigation for criminal or administrative prosecution, civil litigation and appropriate action as mandated by rules, regulations and other legislative enactments.

Administrative Investigators direct the activities of staff who perform surveillances; interview subjects and/or witnesses; utilize databases and web programs to gather information; examine and analyze financial, public and/or agency records; maintain investigative records; prepare reports; and make decisions as to appropriate action to be taken following investigations; direct the training and development of staff in investigative techniques; participate in joint investigations of confidential matters in conjunction with the Inspector General and/or prosecutorial offices; manage pilot projects to establish cost effectiveness and more efficient ways to control, detect and deter fraud and abuse in agency administered programs; maintain cooperative relationships with authorized representatives from Federal, State and municipal agencies regarding investigative, legal and administrative issues and/or concerns; testify at hearings and court proceedings; or perform assignments equivalent to those described. Under administrative direction, with very wide latitude for the exercise of independent initiative and judgement, perform very difficult and responsible administrative investigation work.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, perform the most difficult and responsible administrative investigation work. All Administrative Investigators 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:** Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

**HOW TO APPLY:** If you believe 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](http://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

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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  
17<sup>th</sup> Floor  
New York, NY 10007

**Brooklyn**  
210 Joralemon Street  
4<sup>th</sup> Floor  
Brooklyn, NY 11201

**The Computerized Testing Centers will be closed on Monday, February 18, 2013.**

**Special Circumstances Form:** This form is included in the application package available at the DCAS Computerized Testing Centers and located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/exam\\_special\\_circumstances.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/exam_special_circumstances.pdf). This form gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, 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."

**HOW TO QUALIFY:** 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.

**Education and Experience Requirements:** By **February 26, 2013**, you must have:

1. A baccalaureate degree from an accredited college and four years of satisfactory full time experience conducting investigations to identify or gather evidence of criminal activity or fraud, or to verify or evaluate qualifications of persons for employment or licensure, 18 months of which must have been in an administrative, managerial or executive capacity or supervising a staff performing investigations or related work; or
2. An associate degree or 60 credits from an accredited college and six years of satisfactory full-time experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and eight years of satisfactory full-time experience as described in "1" above; or
4. Education and/or experience equivalent to "1," "2" or "3" above. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity as described in "1" above.

The high school diploma or its educational equivalent must be approved by a State's Department of Education or a recognized accrediting organization. The college or university must be accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

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. This is required only if you need credit for your foreign education in this examination.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test Paper and submit it by the end of the filing period.** You will not receive credit for education and experience which you obtain after the end of the filing period, nor will you be permitted to submit new or additional information about your education and experience once the filing period has ended.

**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 (if applicable)**, **A.2**, **A.4 (if applicable)**, and **B**. 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 and the examination title and number on the cover page and on each of the remaining pages of this form. **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 “**document-by-document**” of (**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:** The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Card. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions which require the use of any of the following abilities:

**Analytical Thinking:** Analyzing information and using logic to address specific work-related issues and problems.

**Quantitative Analysis and Interpretation:** Analyzing, interpreting and understanding the underlying principles and meaning of numerical data; recognizing inconsistencies and errors in reports containing numerical data.

**Judgment and Decision-Making:** Reviewing information to develop and evaluate the relative costs and benefits of potential solutions to problems and choosing the most appropriate one.

**Planning and Organizing:** Establishing a method of execution to accomplish a specific goal over an extended period of time; determining appropriate assignments and allocation of resources.

**Management of Financial Resources:** Determining how money will be spent to get the work done and accounting for these expenditures.

**Management of Material Resources:** Obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work.

**Monitoring:** Monitoring/assessing performance of oneself, other individuals or organizations to make improvements or take corrective action.

**Persistence:** Persisting in the face of obstacles until desired outcome is achieved.

**Adaptability/Flexibility:** Responding to change (positive or negative) in a constructive manner and adapting approach as needed to the situation.

**Written Expression:** Appropriately communicating information and ideas in written words and sentences so intended audience will understand.

**Persuading and Influencing Others:** Causing others to change or modify their opinions, views or behaviors using a variety of strategies.

**Conflict Resolution:** Negotiating with others to resolve grievances or conflicts and handle complaints by developing a constructive solution.

**Concern for Others:** Acting in a manner sensitive to others' needs and feelings while being understanding and helpful on the job; showing consideration.

**Coaching and Mentoring:** Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

**Teamwork:** Developing mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome.

**Integrity:** Acting in an honest and ethical manner.

**Dependability:** Fulfilling obligations and acting in a reliable, responsible and dependable manner.

**Initiative and Independence:** Displaying a willingness to take on additional responsibilities and challenges, while developing one's own way of doing things and guiding oneself with little or no supervision.

**Attention to Detail:** Being careful about detail and thorough in completing work tasks.

**Note:** You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are permitted; however, they must be hand-held, battery or solar powered, numeric only. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified and your application fee will not be refunded.

**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, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate card.

**THE TEST RESULTS:** If you meet the education and experience requirements and pass the multiple-choice 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 for Department of Social Services and the Department of Health and Mental Hygiene:** If you have specialized experience conducting criminal or fraud investigations involving public assistance, medicaid or food stamps in a Federal, State or Municipal agency, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Special Experience for the Office of Chief Medical Examiner:** If you have three years of specialized experience managing the chain of custody of all information and evidence gathered by investigation for criminal prosecution, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Special Experience for the Department of Finance:** If you have three years of specialized experience conducting criminal or fraud investigations involving tax laws in a Federal, State or municipal agency, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**Selective Certification for Special Experience for the Department of Education (non-pedagogical):** If you have three years of specialized experience conducting investigations responding to allegations directly impacting students, such as sexual abuse, sexual harassment, verbal harassment, corporal punishment and drug related issues, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

**The above Selective Certification requirements may be met at anytime 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 - USEG, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

**Promotion Test:** A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

**PENALTY FOR MISREPRESENTATION:** Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the DCAS Computerized Testing Centers.**

The City of New York is an Equal Opportunity Employer.  
Title Code No. M 10020; The Managerial Service.

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