



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

BILL DE BLASIO  
Mayor

STACEY CUMBERBATCH  
Commissioner

# NOTICE OF EXAMINATION

## ASSOCIATE EDUCATION ANALYST

Exam No. 5012

**WHEN TO APPLY:** From: February 4, 2015

**APPLICATION FEE:** \$68.00

To: February 24, 2015

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.

**THE TEST DATE:** Candidates will be called to the multiple-choice test either Friday, May 29, 2015 or Saturday, May 30, 2015.

**YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY  
BEFORE YOU SUBMIT YOUR APPLICATION.**

**WHAT THE JOB INVOLVES:** Associate Education Analysts, under direction with wide latitude for independent initiative and judgment, in a central headquarters or field-based office of the Department of Education of the City of New York, perform and supervise difficult professional work in the preparation and administration of budgets and the conduct of economic research and studies; in the preparation and the conduct of administrative and procedural studies and analyses of organization and operations of the Department of Education; and in personnel administration work. Associate Education Analysts utilize computers in the performance of these duties. All Associate Education Analysts 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 \$60,386 per annum. This rate is subject to change.

**HOW TO APPLY:** If you believe you meet the requirements in the "How to Qualify" section, 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 information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets. You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams).

If you do not have access to a computer, you may file online at one of DCAS' Computer-based Testing & Applications Centers. 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 DCAS Computer-based Testing & Applications Centers will be closed on Saturday, February 7, 2015, Monday, February 9, 2015 and Monday, February 16, 2015.**

You must complete the entire examination by midnight, Eastern time, of the last day of the Application Period (February 24, 2015). If you have questions about applying for this examination, you may contact DCAS by calling 212-669-7208.

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

**Special Circumstances Guide:** This guide is 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) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**HOW TO QUALIFY: This is a computer-based Qualifying Education and Experience Test. Your education and experience will be evaluated online and you will receive immediate tentative results.** 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 an Admission Notice or score.

**Education and Experience Requirements:**

1. A master's degree from an accredited college or university in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or urban studies, or a Juris Doctor degree from an accredited law school, **and** one year of satisfactory full-time professional experience for educational program(s) and/or institution(s) in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in educational, personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or
2. A baccalaureate degree from an accredited college or university **and** three years of satisfactory full-time professional experience in the areas described in "1" above.

**The education requirement must be met by June 30, 2015. The experience requirement must be met by the last day of the Application Period (February 24, 2015).**

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). The law school must be accredited by the American Bar Association or the California Bar Association.

In order to receive credit for satisfactory, professional experience as described above, for each employment you must have performed **at least six (6)** of the tasks listed in **one** of the following Task Categories of the Education Analysis Task Inventory:

<b>Task Category #</b>	<b>Task Category</b>
0100.0000	Professional work for educational program(s) and/or institution(s) in budget administration, accounting, economic or financial administration, fiscal or economic research, and/or fiscal management (31 tasks).
0200.0000	Professional work for educational program(s) and/or institution(s) in organizational research, such as management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation (27 tasks).
0300.0000	Professional work for educational program(s) and/or institution(s) in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration (26 tasks).

The complete Education Analysis Task Inventory is as follows:

**Education Analysis Task Inventory**

<b>0100.0000</b>	<b>Professional work for educational program(s) and/or institution(s) in budget administration, accounting, economic or financial administration, fiscal or economic research, and/or fiscal management (31 tasks).</b>
0100.0001	Prepares the agency's or organization's budget proposals.
0100.0002	Evaluates the agency's or organization's budget proposals.
0100.0003	Monitors and reports on variances between planned and actual expenditures.
0100.0004	Prepares budget modifications.
0100.0005	Monitors the progress of budget modifications.
0100.0006	Prepares staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0007	Prepares fiscal requests, using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0008	Collects and analyzes data related to budget development and makes recommendations, as required.
0100.0009	Prepares analyses of possible program expenditure options in designated areas.
0100.0010	Prepares monthly and cumulative expenditure and revenue reports.
0100.0011	Prepares summary reports on expenditures comparing projected and actual figures.
0100.0012	Collects and organizes data relative to economic problems.
0100.0013	Analyzes, interprets and presents data relative to economic problems.
0100.0014	Serves as a representative, liaison, consultant or expert on major professional or technical matters in an economic studies or budgeting unit, department, or organization.
0100.0015	Performs advanced technical or professional work involving specialized expertise in economic studies or budgeting.

0100.0016	Performs the duties of a deputy to the organization's budget officer or head of a division or unit engaged in budgeting work.
0100.0017	Performs the duties of a deputy to the head of a division or unit engaged in economic research and studies.
0100.0018	Under supervisor's guidance, performs other professional budget administration duties comparable to those listed above.
0100.0019	Supervises staff in an economic studies or budgeting unit, department, or organization.
0100.0020	Addresses training needs of staff in an economic studies or budgeting unit, department, or organization.
0100.0021	Plans and manages the activities of staff collecting, organizing, analyzing, interpreting and presenting data relative to the economic problems of the group or organization.
0100.0022	Serves as unit head of professional and other staff engaged in budget and financial administration activities.
0100.0023	Plans and manages the activities of staff preparing and/or evaluating the agency's or organization's budget proposals.
0100.0024	Plans and manages the activities of staff preparing and/or monitoring budget modifications.
0100.0025	Plans and manages the activities of staff preparing staffing proposals using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0026	Plans and manages the activities of staff preparing fiscal reports, using statistical analyses and cost effectiveness techniques to make recommendations.
0100.0027	Coordinates and directs the work of staff in an economic studies or budgeting unit, department, or organization.
0100.0028	Prepares or oversees the preparation of reports on the unit, department, or organization's progress in meeting stated goals and objectives.
0100.0029	Conducts or oversees interviews related to budget and/or financial administration.
0100.0030	Conducts or oversees financial research on the status of the economic conditions in the agency.
0100.0031	Prepares or oversees the preparation of staff performance evaluations; monitors staff time and leave.
<b>0200.0000</b>	<b>Professional work for educational program(s) and/or institution(s) in organizational research, such as management or methods analysis, operations research, program evaluation, labor market research, economic planning, social services program planning/evaluation (27 tasks).</b>
0200.0001	Collects data related to organizational research.
0200.0002	Analyzes data related to organizational research.
0200.0003	Makes required recommendations based on results of organizational research.
0200.0004	Conducts economic research studies.
0200.0005	Plans and/or conducts professional organizational research.
0200.0006	Uses quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
0200.0007	Helps to determine the need for contractual services and defines the scope of such services.
0200.0008	Helps to select and evaluate the performance of appropriate vendors.
0200.0009	Serves as a representative, liaison, consultant or expert on major professional or technical matters in an organizational research unit, department, or organization.
0200.0010	Performs the duties of a deputy to the head of a division or unit of professional and other staff engaged in organizational research activities.
0200.0011	Performs advanced technical or professional work involving specialized expertise in organizational research.
0200.0012	Prepares comprehensive reports of findings with recommendations for improved efficiency.
0200.0013	Prepares, maintains and revises system and procedure manuals; designs forms.
0200.0014	Prepares charts, graphs and other related material.
0200.0015	Prepares periodic or special reports on agency's or organization's programs.
0200.0016	Supervises staff in an organizational research unit, department or organization.
0200.0017	Addresses training needs of staff in an organizational research unit, department, or organization.
0200.0018	Supervises staff collecting, analyzing, interpreting and/or presenting data related to organizational research.
0200.0019	Serves as unit head of professional and other staff engaged in organizational research activities.
0200.0020	Supervises staff making required recommendations based on results of organizational research.
0200.0021	Supervises staff engaged in economic research studies.
0200.0022	Supervises staff performing difficult and responsible professional organizational research.
0200.0023	Supervises staff using quantitative analysis, cost analysis and other research techniques to analyze complex data and/or make recommendations.
0200.0024	Prepares or oversees the preparation of written material, i.e., reports, procedure manuals, forms.
0200.0025	Conducts or oversees financial research on the status of the economic conditions in the agency.
0200.0026	Conducts or oversees interviews and operational studies on organizational research procedures.
0200.0027	Prepares or oversees the preparation of staff performance evaluations; monitors staff time and leave.
<b>0300.0000</b>	<b>Professional work for educational program(s) and/or institution(s) in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration (26 tasks).</b>
0300.0001	Performs and/or supervises professional work in employment/recruitment program planning and/or administration.
0300.0002	Performs and/or supervises professional work in the administration of civil service lists.
0300.0003	Performs and/or supervises professional work in position classification and compensation, including the development of proposals for changes in an organization's title structure and position descriptions.
0300.0004	Performs and/or supervises professional work in employee selection.
0300.0005	Performs and/or supervises professional work in employee benefits, health insurance, and/or unemployment insurance.
0300.0006	Performs and/or supervises professional work in occupational safety programs.
0300.0007	Performs and/or supervises professional work in personnel and/or labor relations.
0300.0008	Performs and/or supervises professional work in management studies and workforce planning.
0300.0009	Performs and/or supervises professional work in Equal Employment Opportunity programs.
0300.0010	Performs and/or supervises professional work in performance evaluation and staff development.
0300.0011	Performs and/or supervises professional work in employee orientation and/or training programs.
0300.0012	Performs and/or supervises professional work in programs such as blood drives, and volunteer charitable collections.
0300.0013	Performs and/or supervises data collection, analysis, interpretation and/or presentation related to personnel management and staffing, making recommendations as required.

0300.0014	Performs and/or supervises advanced technical or professional work involving specialized expertise in personnel or human resources.
0300.0015	Performs and/or supervises professional personnel administration and liaison work concerning multi-organizational, group, or organization personnel programs (e.g. occupational safety, blood, health and/or unemployment insurance, etc.).
0300.0016	Assists supervisor in determining the need for contractual services, assisting a supervisor to define the scope of such services.
0300.0017	Assists supervisor in the selection and performance evaluation of appropriate vendors.
0300.0018	Serves as a representative, liaison, consultant or expert on major professional or technical matters in a personnel or human resources unit, department, or organization.
0300.0019	Serves as deputy to the head of a division or unit of professional and other staff engaged in personnel administration activities.
0300.0020	Performs the duties of a deputy to the group or organization's personnel officer or performs assignments equivalent to those of that assignment.
0300.0021	Supervises staff in a personnel or human resources unit, department, or organization.
0300.0022	Addresses training needs of staff in a personnel or human resources unit, department, or organization.
0300.0023	Serves as unit head of professional and other staff engaged in personnel administration activities.
0300.0024	Prepares or oversees the preparation, examination, or analysis of data, records, or other electronic documents and reports in a personnel or human resources unit, department, or organization.
0300.0025	Conducts or oversees selection interviews, reviews qualification requirements, and/or makes recommendations related to position classification, civil service list creation, and/or recruitment.
0300.0026	Prepares or oversees the preparation of staff performance evaluations; monitors staff time and leave.

**You must include all your relevant education and experience on your Online Education and Experience Test. You have until midnight Eastern time on the last day of the Application Period (February 24, 2015) to submit your Online Education and Experience Test; however, once you submit your Online Education and Experience Test, you will not be permitted to submit new or additional information about your education and/or experience.** You will not receive credit for education which you obtain after June 30, 2015 or experience which you obtain after the end of the Application Period.

**Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf). 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. (For more information, see Item #3 in the *Special Insert: Guide for Completing the Online Examination* at the end of this document.)

**Residency:** City residency is not required for this position.

**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.

**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 Notice. 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 is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of an Associate Education Analyst (AEA). Task areas to be tested are as follows: budget administration, accounting, economic or financial administration, fiscal or economic research and/or fiscal management; procedural, organizational, and operational studies, such as management or methods analysis, program evaluation, economic planning; and personnel administration, such as recruitment, position classification, personnel relations, employee benefits, staff development, etc.

The test may include questions requiring standards of proper employee ethical conduct and the use of any of the following abilities:

**Descriptive Statistics** - the ability to apply given statistical formulas, including calculation of means, medians and modes. Example: An AEA may use statistical analyses to prepare fiscal requests, conduct economic studies, and perform management studies and workforce planning.

**Quantitative Analysis & Interpretation** - the ability to analyze, interpret and understand the underlying principles and meaning of numerical data; recognize inconsistencies and errors in reports containing numerical data. May involve making projections. Example: An AEA may analyze and interpret data related to budget development, personnel related management and staffing, and organizational research related data sets, etc.

**Planning & Organizing** - the ability to establish a method of execution to accomplish a specific goal over an extended period of time; determine appropriate assignments and allocation of resources, including the ability to prioritize tasks and objectives based on importance, time constraints, etc. Example: An AEA may prepare budget proposals, determine the need for vendor services, and plan employment or recruitment programs, etc.

**Management of Personnel Resources** - the ability to motivate, develop, and direct people as they work, identify the best people for the job; manage employees needed to accomplish tasks. This also involves determining appropriate assignments and allocation of resources. Example: An AEA may supervise staff of a specific unit, address training needs of staff, and prepare performance evaluations.

**Written Expression** - the ability to appropriately communicate information and ideas in written words and sentences so intended audience will understand. This may involve reviewing and editing correspondence and other written materials. Example: An AEA may prepare expenditure and revenue reports, procedure manuals, test materials, etc.

**Number Facility** - the degree to which adding, subtracting, multiplying and dividing can be done quickly and correctly. This can be steps in other operations like finding percentages. This also includes arithmetic reasoning. Example: An AEA may monitor variances between planned and actual expenditures of a budget and determine the percentage change.

Questions based on the above abilities will be concerned with budgeting, procedural, organizational, and operational studies and personnel administration. Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

**Warning:** 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. Calculators with functions **other than** addition, subtraction, multiplication and division **are prohibited**. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

**Required Identification:** You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

**Leaving:** 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 NOTICE:** If you are marked "Qualified" on the Online Education and Experience Test, you should receive an Admission Notice in the mail about 10 days before the first date of the multiple-choice test. If you do not receive an Admission Notice at least 4 days before the first test date, you must go to the Exam Support Group, 1 Centre Street, 14<sup>th</sup> Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

**THE TEST RESULTS:** If you are found "Qualified" 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.

**CHANGE OF MAILING AND/OR EMAIL ADDRESS:** It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

#### **ADDITIONAL INFORMATION:**

**Selective Certification for Special Experience:** If you have the experience listed below, you may be considered for appointment 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. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

- 1. Selective Certification for Positions Requiring Budget Experience:** Three years of full-time satisfactory professional experience for educational program(s) and/or institution(s) in the preparation, modification, or administration of budgets, and conducting economic research and studies.
- 2. Selective Certification for Positions Requiring Organizational Research Experience:** Three years of full-time satisfactory professional experience for educational program(s) and/or institution(s) using quantitative analysis, cost analysis and other research techniques in a private, not for profit, or government agency.

3. **Selective Certification for Positions Requiring Personnel Administration Experience:** Three years of full-time satisfactory professional experience for educational program(s) and/or institution(s) in personnel administration which involves such areas as planning and coordinating personnel activities for personnel performing such tasks as personnel relations, performance evaluation, workforce planning, recruitment, position classification, personnel management, training, labor and management relations, and employee benefits.
4. **Selective Certification for Positions Requiring Experience Using Microsoft Excel:** One year of professional experience using **Microsoft Excel**. This experience must include advanced knowledge of Excel, including but not limited to advanced functions (VLOOKUP, IF statements) and Pivot Tables.
5. **Selective Certification for Positions Requiring Experience Using Structured Query Language (SQL):** One year of professional experience using **Structured Query Language (SQL)**. This experience must include advanced knowledge of SQL, including but not limited to joins, views, primary keys, foreign keys and stored procedures.

**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 a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the Selective Certification you are requesting 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.

#### **SPECIAL ARRANGEMENTS:**

**Make-up Test:** You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Exam Support Group in person or by mail at 1 Centre Street, 14<sup>th</sup> Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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

### **Special Insert: Guide for Completing the Online Examination**

This online examination consists of the following sections:

Application, including the Notice of Examination and payment of fee  
Education Level  
Employment/Work Experience  
Survey

There are detailed instructions online for each of these sections, so make sure that you read these instructions before you begin to fill out each section. In addition, the **Overview** and **Frequently Asked Questions (FAQs)**, which are accessible throughout the examination process, contain valuable information about the online examination process and civil service procedures governing examinations. This guide is a brief summary of some of the items found in these instructions.

1. You **must** complete the application and examination by midnight, Eastern time, of the last day of the filing period. If you do **not** complete your application, which includes payment of the filing fee, there will be no record that you applied for the examination.
2. You **must** meet qualification requirements in order to qualify for this examination. If you do **not** meet the qualification requirements, you will be marked **Not Qualified** and your application fee will **not** be returned.
3. **Completing the Education Level section:** For each degree you select, you **must** fill out the information requested. If you were educated in a foreign country, you **must** have an evaluation of your education sent directly to DCAS by a DCAS approved foreign education evaluation service no later than eight weeks from the last day of the application period. Your examination will be tentatively scored based on the education level you claim. Your foreign education evaluation will then be reviewed by DCAS examiners. If the evaluation differs from what you claimed, or if you did **not** submit a foreign education evaluation, your examination will be re-scored, and you may be marked **Not Qualified**.

4. **Completing the Employment/Work Experience section:** For each job you must fill out the information requested. A maximum of one year of full-time experience will be credited for each 12-month period. Part-time experience will be pro-rated according to the following ranges:

35 hours per week or more = 100%

34 hours per week or less will be pro-rated as a percentage of a 35 hour work week.

For each job you must select the tasks you performed from the tasks listed in the drop-down menu. In order for a job to be credited, you must select at least **6** tasks from the tasks listed under **either** Task Category #0100 **or** Task Category #0200, **or** Task Category #0300. For example, if you select 2 tasks from Task Category #0100 **and** you select 4 tasks from Task Category #0200, the job will not receive credit.

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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 at [nyc.gov/dcas](http://nyc.gov/dcas) and at the Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 12629; Education Analysis Occupational Group.

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