



BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### BUSINESS PROMOTION COORDINATOR

Exam No. 8026

**WHEN TO APPLY:** From: January 3, 2018

To: January 23, 2018

**APPLICATION FEE: \$54.00**

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.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.**

#### WHAT THE JOB INVOLVES:

Business Promotion Coordinators, under supervision, assist in maintaining liaison with commercial and industrial firms in order to promote more effective cooperation between the City and the business community, to facilitate relations between the City and the business community and to encourage business to remain or locate in the City. All Business Promotion Coordinators 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 \$39,399 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. After appointment, employees may be assigned to the higher assignment level at the discretion of the agency.

#### HOW TO QUALIFY:

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

#### EDUCATION AND EXPERIENCE REQUIREMENTS:

- (1) A master's degree from an accredited college or university with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; **or**
- (2) A baccalaureate degree from an accredited college or university and one year of full-time satisfactory experience in one or more of the following:
  - A) business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or
  - B) analysis of business records and documents to determine eligibility of businesses for public and private programs and services; or
  - C) economic, market or site research and analysis for business and neighborhood development; or
  - D) facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs; **or**
- (3) An associate degree or 60 semester credits from an accredited college or university and three years of full-time satisfactory experience as described in "2" above; **or**

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- (4) A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have at least 60 semester credits from an accredited college or university.

**The education requirement must be met by January 31, 2018. The experience requirement must be met by the last day of the Application Period (January 23, 2018).**

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period.** You will not receive credit for education which you obtain after January 31, 2018 or experience which you obtain after the end of the Application Period.

**Residency:** 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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

**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 two (2) business days 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.

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

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) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<u>Manhattan</u>	<u>Brooklyn</u>	<u>Queens</u>	<u>Staten Island</u>
2 Lafayette Street	210 Joralemon Street	118-35 Queens Boulevard	135 Canal Street
17th Floor	4th Floor	5th Floor	3rd Floor
New York, NY 10007	Brooklyn, NY 11201	Forest Hills, NY 11375	Staten Island, NY 10304

**The DCAS Computer-based Testing & Applications Centers will be closed on Saturday, January 13, 2018 and Monday, January 15, 2018.**

**Special Circumstances Guide:** This guide is located on the DCAS website at [www.nyc.gov/html/dcas/downloads/pdf/misc/pdf\\_c\\_special\\_circumstances\\_guide.pdf](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

**REQUIRED INFORMATION:**

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Affirmation Form:** The Affirmation Form, which is found online, must be printed, signed, dated and sent by mail to the address on the form. If DCAS does not receive your completed Affirmation Form, your application will not be considered complete, and your name will not appear on the eligible list for this examination.
- 3. Education and Experience Test:** Fill out Sections A.1 (if applicable), A.4, A.5 (if applicable), A.6 (if applicable), B (if applicable), and D (if applicable). This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.

4. **Foreign Education Evaluation Guide:** (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 Evaluation Guide located on the Department of Citywide Administrative Services (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 "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 DCAS no later than eight weeks from the last day of the application period.

#### THE TEST:

Your score will be determined by an education and experience test. Your score on this test will be used to determine your place on an eligible list. You will receive a score of 70 points for meeting the education and experience requirements listed in the "How to Qualify" section above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

##### Experience:

- |   |                          |
|---|--------------------------|
| <b>1. For up to 5 years of full-time satisfactory experience in a governmental agency performing duties as described under the minimum qualification requirements:</b>      | <b>You will receive:</b> |
| At least 1 year but less than 3 years of experience   | 10 points                |
| At least 3 years but less than 5 years of experience  | 20 points                |
| At least 5 years of experience.   | 30 points                |
| <b>2. For up to 5 years of full-time satisfactory experience in a non-governmental setting performing duties as described under the minimum qualification requirements:</b> | <b>You will receive:</b> |
| At least 1 year but less than 3 years of experience   | 5 points                 |
| At least 3 years but less than 5 years of experience  | 10 points                |
| At least 5 years of experience.   | 15 points                |

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:** After the minimum qualification requirements are met, you will receive an additional .2 point for each graduate credit completed at an accredited college or university, in industrial management, finance, economics, urban planning, public policy/public administration, marketing research, government or political science, up to a maximum of 30 graduate credits. **Education used to meet the minimum requirements cannot be used to gain additional credit.**

**You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. You will not receive credit for education which you obtain after January 31, 2018 or experience which you obtain after the end of the Application Period.**

**Education must be obtained by January 31, 2018 and experience must be obtained by the last day of the Application Period.**

#### 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. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as 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 the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous 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, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

#### THE TEST RESULTS:

If you pass the education and experience test, your name will be placed in final score order on an eligible list, you will be given a list number and you will be notified by mail of your test results. The eligible list determines the order by which candidates will be considered for appointment. If you meet all requirements and conditions, you will be considered for appointment if your name is reached on the eligible list. Once a list has been established, it will typically remain active for four years. To learn more about the civil service system go to: [http://www.nyc.gov/html/dcas/html/work/civilservice\\_1.shtml](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

#### ADDITIONAL INFORMATION:

**Selective Certification For Special Experience:** If you have the experience listed in one or more of the areas 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. **Your experience will be checked by the appointing agency at the time of appointment.**

**Selective Certification for Information Technology Experience:** One year of full-time work experience in Information Technology and/or related areas. **To add Selective Certification for Information Technology Experience, enter "IXT" in section D of the Education and Experience Test.**

**Selective Certification for Data Analytics Experience:** One year of full-time work experience in Data Analytics and/or related areas. **To add Selective Certification for Data Analytics Experience, enter "DAE" in section D of the Education and Experience Test.**

**Selective Certification for Media, Theatre, Film and/or Broadcasting Experience:** One year of full-time business administration work experience in Media, Theatre, Film, Broadcasting and/or related areas. **To add Selective Certification for Media, Theatre, Film and/or Broadcasting Experience, enter "MBE" in section D of the Education and Experience Test.**

**Selective Certification for Telecommunications Franchise Administration:** One year of full-time work experience in Telecommunications Franchise Administration and/or related areas. **To add Selective Certification for Telecommunications Franchise Administration, enter "TFA" in section D of the Education and Experience Test.**

**Selective Certification for Organizational Development:** One year of full-time work experience in Organizational Development in the areas of Employee Engagement, Talent Management, Training and/or related areas. **To add Selective Certification for Organizational Development, enter "ODE" in section D of the Education and Experience Test.**

**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, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and Selective Certification you are requesting on your correspondence.

**Application Receipt:**

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, contact DCAS at [OASys@dcas.nyc.gov](mailto:OASys@dcas.nyc.gov). Include the last four digits of your social security number or the OASys confirmation number and the examination number and title in your email.

**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 (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcass](http://nyc.gov/dcass) and copies are available at the DCAS Computer-based Testing & Applications Centers.

The City of New York is an Equal Opportunity Employer.  
Title Code No. 60860; Business Promotion Coordinator Occupational Group.

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