NYC Citywide Administrative Services

BILL DE BLASIO
Mayor

LISETTE CAMILO
Commissioner

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

NOTICE OF EXAMINATION

CERTIFIED IT DEVELOPER (APPLICATIONS)
Exam No. 8062
Amended Notice: June 20, 2018

WHEN TO APPLY: From: June 6, 2018 APPLICATION FEE: $88.00

To: June 26, 2018

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.

This Notice of Examination has been amended to edit the list of Professional/Vendor certifications.

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

WHAT THE JOB INVOLVES:

Certified IT Developers (Applications), under supervision, with latitude for independent action and the exercise of independent judgment, are responsible for performing highly technical and supervisory responsibilities in applications development, including planning, designing, configuring, installing, testing, troubleshooting, integrating, performance monitoring, maintaining, enhancing, security management, and support of complex computer applications programs. Certified IT Developers (Applications) may supervise a small unit engaged in the above duties; may serve as a project leader of projects involving computer applications programs, or may independently perform development, testing or maintenance work of a highly technical nature. In the temporary absence of the supervisor, they may perform the duties of that position. All Certified IT Developers (Applications) perform related work, including end user support and disaster recovery and, when necessary, perform the duties of related or lower titles and Assignment Levels.

Special Working Conditions:

Certified IT Developer (Applications) may be required to work various shifts including nights, 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 $76,288 per annum. This rate is subject to change. There are four assignment levels within this class of positions. Appointments will generally be made to Assignment Level I. Employees may be assigned to the higher assignment levels at the discretion of the appointing agency.

HOW TO QUALIFY:

Professional/Vendor Certification, Education and Experience Requirements: By the **last day of the Application Period** you must have one of the following professional/vendor certifications:
ACSS-Avaya Aura® Contact Center (ACSS-3300)
ACSS-Avaya Aura® Experience Portal with Proactive Outreach Manager (ACSS-3305)
Actuate Certified Professional Developer (Version 7)
Amazon Web Services (AWS) Certification
Amazon Web Services (AWS) Certified Big Data – Specialty
Amazon Web Services (AWS) Certified Cloud Practitioner
Amazon Web Services (AWS) Certified Developer
Amazon Web Services (AWS) Certified Developer – Associate
Amazon Web Services (AWS) Certified DevOps Engineer
Amazon Web Services (AWS) Certified DevOps Engineer – Professional
Amazon Web Services (AWS) Certified Solutions Architect
Amazon Web Services (AWS) Certified Solutions Architect – Associate
Amazon Web Services (AWS) Certified Solutions Architect – Professional
Amazon Web Services (AWS) Certified SysOps Administrator
Amazon Web Services (AWS) Certified SysOps Administrator – Associate
American Software Testing Qualifications Board (ASTQB) Foundation Level Software Testing Certification (CTFL)
American Software Testing Qualifications Board (ASTQB) IQBBA Business Analyst Certification
American Software Testing Qualifications Board (ASTQB) Mobile Testing
American Software Testing Qualifications Board (ASTQB) Proficiency Distinction
ARCHIBUS Certification
Aruba Certified ClearPass Associate
Aruba Certified ClearPass Expert
Aruba Certified ClearPass Professional

ASPS-Avaya Call Management System (ASPS-5303)
BEA 8.1 Certified Administrator-System Administration
BEA 8.1 Certified Architect-Enterprise Architect
BEA 8.1 Certified Developer-Build Solutions
BEA 8.1 Certified Developer-Integration Solutions
BEA 8.1 Certified Developer-Portal Solutions
BPM Essentials BPMN Method and Style
Bruce Silver Associates BPMS Watch - DMN Method and Styles Basics
Certificate in Internet Client – Server Applications Development
Certificate of Award for C++ / C# Programming
Certified Business Intelligence Professional (CBIP)
Certified ColdFusion MX Developer
Certified Jenkins Engineer
Chef Local Cookbook Development Badge
Cisco Certified Network Associate (CCNA)
Cisco Certified Network Professional (CCNP)
Cloudera CCA Spark and Hadoop Developer
Cloudera Certified Professional (CCP)
Cloudera Certified Professional Data Engineer
Cognos Access Manager
Cognos Consolidation Product Professional
Cognos DecisionStream
Cognos Impromptu Product Professional
Cognos Metrics Manager Product Professional
Cognos Planning Analyst Product Professional
Cognos Planning Contributor Product Professional
Cognos PowerPlay Product Professional
Cognos ReportNet Product Professional - Administration Track
Cognos ReportNet Product Professional - Modeling Track
Cognos ReportNet Product Professional - Reporting Track
Cognos Upfront Product Professional
Cognos Visualizer Product Professional
CompTIA Network+
CompTIA Security+
Curam Certified Professional
Docker Certified Associate
ESRI ArcGIS Desktop (Associate)
ESRI ArcGIS Desktop (Entry)
ESRI ArcGIS Desktop (Professional)
ESRI ArcGIS Desktop Developer (Associate)
ESRI Enterprise Administration (Associate)
ESRI Enterprise Geodata Management (Associate)
ESRI Enterprise Geodata Management (Professional)
ESRI Enterprise System Design (Associate)
ESRI Web Application Developer (Associate)
FileNet P8 Certified Administrator: Business Process Manager Suite
FileNet P8 Certified Administrator: Content Manager Suite
FileNet P8 Certified Administrator: Image Manager Suite
FileNet P8 Certified Administrator: Records Manager Suite
FileNet P8 Certified Administrator: Web Content Manager Suite
FileNet P8 Certified Developer: Business Process Manager Suite
FileNet P8 Certified Developer: Content Manager Suite
FileNet P8 Certified Developer: Image Manager Suite
FileNet P8 Certified Developer: Records Manager Suite
FileNet P8 Certified Developer: Web Content Manager Suite
FileNet P8 Certified Technical Support: Business Process Manager Suite
FileNet P8 Certified Technical Support: Content Manager Suite
FileNet P8 Certified Technical Support: Image Manager Suite (CS)
FileNet P8 Certified Technical Support: Image Manager Suite (IS)
FileNet P8 Certified Technical Support: Records Manager Suite
FileNet P8 Certified Technical Support: Web Content Manager Suite
GIS Certification Institute GIS Professional (GISP) Certification
Global Innovation Institute Certified Design Thinking Professional (CDTP)
GTB/ASTQB Usability Testing
HP AIS QTP Certification
HP AIS Unified Functional Testing Certification
HP ASE - Application Lifecycle Management Implementation
HP ASE - HP ASE QTP Certification
HP ASE - LoadRunner
HP ASE - Unified Functional Testing Certification
HP ATP - Application Lifecycle Management
HP ATP - LoadRunner
IBM Certified Advanced Deployment Professional – Tivoli Netcool Core v2.0
IBM Certified Advanced Deployment Professional – Tivoli Security Management Solutions 2006
IBM Certified Advanced Deployment Professional – Tivoli Storage Manager v5.3
IBM Certified Advanced Deployment Professional – Tivoli Workforce Scheduler v8.3
IBM Certified Advanced System Administrator-WebSphere Application Server for v5.0
IBM Certified Advanced System Administrator-WebSphere Application Server for Z/OS, v5.0
IBM Certified Application Developer
IBM Certified Application Developer-DB2 Universal Database v8.1 Family
IBM Certified Associate Developer - Rational Application Developer V8
IBM Certified Associate Developer-Lotus Notes and Domino 6
IBM Certified DB2 Database Administrator – DB2 Universal DB for z/OS V8.1
IBM Certified Integration Developer
IBM Certified Lotus Notes R5 Application Developer
IBM Certified Solution Designer
IBM Certified Solution Developer
IBM Certified Solution Developer - Web Services Development with WebSphere Studio v5.1
IBM Certified Solutions Expert-DB2 UDB v7.1 Family Application Development
IBM Certified Specialist – System z Technical Support v2
IBM Certified Specialist- WebSphere MQ Integrator

IBM Certified System Administrator-WebSphere MQ v5.3
IIBA Level 1 - Entry Certificate in Business Analysis (ECBA)
IIBA Level 2 - Certification of Capability in Business Analysis (CCBA)
IIBA Level 3 - Certified Business Analysis Professional (CBAP)
IIBA Level 4 - Certified Business Analysis Thought Leader (CBATL)
Informatica - Data Quality Certification
Interwoven Certification
ISCB Certified Associate Business Analyst (CABA)
ISCB Certified Associate in Software Quality (CASQ)
ISCB Certified Associate in Software Testing (CAST)
ISCB Certified Manager of Software Quality (CMSQ)
ISCB Certified Manager of Software Testing (CMST)
ISCB Certified Software Business Analyst (CSBA)
ISCB Certified Software Quality Analyst (CSQA)
ISCB Certified Software Tester (CSTE)
ISTQB Advanced Technical Test Analyst
ISTQB Advanced Test Analyst
ISTQB Advanced Test Manager
ISTQB Agile Testing
ISTQB Expert Tester
ISTQB Foundation Level CTFL Tester
ISTQB Security Testing
ISTQB Test Automation Engineer
Master Certified Internet Web (CIW) Designer v5
Micro Focus ASE – Accredited Software Expert
Micro Focus ASP – Accredited Software Professional
Micro Focus CSE – Certified Software Expert
Micro Focus CSP – Certified Software Professional
Microsoft Certified Applications Developer (MCAD)
Microsoft Certified Applications Developer: SQL Server
Microsoft Certified Applications Developer for .Net (MCAD)
Microsoft Certified Database Administrator
Microsoft Certified IT Professional
Microsoft Certified IT Professional Enterprise Administrator
Microsoft Certified Master (MCM)
Microsoft Certified Professional Developer (MCPD)
Microsoft Certified Professional Developer: Enterprise Applications Developer
Microsoft Certified Professional Developer: Web Developer
Microsoft Certified Professional Developer: Windows Developer
Microsoft Certified Professional: Querying SQL Server 2012/2014
Microsoft Certified Solutions Associate (MCSA)
Microsoft Certified Solutions Associate: BI Reporting
Microsoft Certified Solutions Associate: Cloud Platform
Microsoft Certified Solutions Associate: Data Engineering with Azure
Microsoft Certified Solutions Associate: Linux on Azure
Microsoft Certified Solutions Associate: Machine Learning
Microsoft Certified Solutions Associate: Microsoft Dynamics 365
Microsoft Certified Solutions Associate: Microsoft Dynamics 365 for Operations
Microsoft Certified Solutions Associate: SQL 2016 Database Administration
Microsoft Certified Solutions Associate: SQL 2016 Database Development
Microsoft Certified Solutions Associate: SQL Server 2012/2014
Microsoft Certified Solutions Associate: Universal Windows Platform
Microsoft Certified Solutions Associate: Web Applications
Microsoft Certified Solutions Associate: Windows Server 2016
Microsoft Certified Solutions Developer (MCSD)
Microsoft Certified Solutions Developer for .Net
Microsoft Certified Solutions Developer for Visual Studio 6.0 (MCSD)
Microsoft Certified Solutions Developer: Application Lifecycle Management
Microsoft Certified Solutions Developer: Azure
Microsoft Certified Solutions Developer: Sharepoint
Microsoft Certified Solutions Developer: Universal Windows Platform
Microsoft Certified Solutions Developer: Visual Basic
Microsoft Certified Solutions Developer: Web Applications
Microsoft Certified Solutions Developer: App Builder
Microsoft Certified Solutions Expert (MCSE)
Microsoft Certified Solutions Expert: Business Applications
Microsoft Certified Solutions Expert: Business Intelligence
Microsoft Certified Solutions Expert: Cloud Platform and Infrastructure
Microsoft Certified Solutions Expert: Data Management and Analytics
Microsoft Certified Solutions Expert: Data Platform
Microsoft Certified Solutions Expert: Mobility
Microsoft Certified Solutions Master (MCSM)
Microsoft Certified Systems Associate: Azure
Microsoft Certified Technology Specialist (MCTS)
Microsoft Certified Technology Specialist: .NET Framework 2.0 Distributed Applications
Microsoft Certified Technology Specialist: .NET Framework 2.0 Web Applications
Microsoft Certified Technology Specialist: Biz Talk Server 2006
Microsoft Developing ASP.NET MVC Web Applications
Microsoft Specialist: Architecting Microsoft Azure Solutions
Microsoft Specialist: Developing Microsoft Azure and Web Services
Microsoft Specialist: Developing Microsoft Azure Solutions
Microsoft Specialist: Implementing Microsoft Azure Infrastructure Solutions
Microsoft Technology Associate Certification
MongoDB Certified DBA Associate Exam
MongoDB Certified Developer Associate
MS Dynamics CRM
OMG's UML 2.5 Certification
Oracle 9i Forms Developer Certified Professional
Oracle Analytics Cloud 2018 Certified Associate

Oracle Application Server 10g Administrator: Certified Professional
Oracle BI Enterprise Edition (BIEE)
Oracle Business Intelligence (OBI) Foundation Suite 11g Essentials
Oracle Business Intelligence Foundation 10 Certified Implementation Specialist
Oracle Business Intelligence Foundation Suite 11g Certified Implementation Specialist
Oracle Certified Associate Java Programmer
Oracle Certified Associate, Java SE 5/SE 6
Oracle Certified Associate, Java SE 7 Programmer
Oracle Certified Associate, Java SE 8 Programmer
Oracle Certified Enterprise JavaBeans Developer
Oracle Certified Expert, Java EE 6 Enterprise JavaBeans Developer
Oracle Certified Expert, Java EE 6 JavaServer Faces Developer
Oracle Certified Expert, Java EE 6 Persistence API Developer
Oracle Certified Expert, Java EE 6 Web Component Developer
Oracle Certified Expert, Java EE 6 Web Services Developer
Oracle Certified Expert, Oracle Database 12c: Performance Management and Tuning
Oracle Certified Java Persistence API Developer
Oracle Certified JavaServer Faces Developer
Oracle Certified Master Java Developer
Oracle Certified Master Java Enterprise Architect
Oracle Certified Master, Java EE 6 Enterprise Architect
Oracle Certified Professional Business Component Developer
Oracle Certified Professional Java Programmer
Oracle Certified Professional Mobile Application Developer
Oracle Certified Professional, Java SE 6 Programmer
Oracle Certified Professional, Java SE 7 Programmer
Oracle Certified Professional, Java SE 8 Programmer
Oracle Certified Professional, Java SE Programmer
Oracle Certified Professional, MySQL 5.6 Database Administrator
Oracle Certified Professional, MySQL 5.6 Developer
Oracle Certified Web Component Developer
Oracle Certified Web Services Developer
Oracle Database 11g Administrator Certified Associate
Oracle Database 11g Administrator Certified Master
Oracle Database 11g Administrator Certified Professional
Oracle Database 12c Administrator Certified Associate
Oracle Database 12c Administrator Certified Master
Oracle Database 12c Administrator Certified Professional
Oracle Database 12c Certified Implementation Specialist
Oracle Database 12c R2 Administration Certified Associate
Oracle Database SQL Certified Associate
Oracle Internet Application Developer Rel. 6i Certified Professional
Oracle PL/SQL Developer Certified Associate
Oracle SOA Suite 12c Essentials
Oracle/Siebel Certification - Business Analysis
PeopleSoft Certified Developer
PHP Certification
PMI PMP Agile Certified Practitioner (PMI-ACP)
Professional Certification in Agile and Scrum (PCAS)
Puppet Certified Professional
Puppet Enterprise Certification
QAI Global Institute Certified Software Tester
Red Hat Certified Specialist in Ansible Automation
RedHat Certified Architect (RHCA)
RedHat Certified JBoss Developer (RHCJD)
Remedy Skilled Professional (RSP)
Ruby Programmer (Gold)
Ruby Programmer (Silver)
Salesforce Certified Administrator
Salesforce Certified Advanced Administrator
Salesforce Certified Advanced Developer
Salesforce Certified Application Architect
Salesforce Certified Architecture Designer
Salesforce Certified Community Cloud Consultant
Salesforce Certified Data Architecture and Management Designer
Salesforce Certified Development Lifecycle and Deployment Designer
Salesforce Certified Field Service Lightning Consultant
Salesforce Certified Identity and Access Management Designer
Salesforce Certified Integration Architecture Designer
Salesforce Certified Marketing Cloud Consultant
Salesforce Certified Marketing Cloud Email Specialist
Salesforce Certified Mobile Solutions Architecture Designer
Salesforce Certified Platform App Builder
Salesforce Certified Platform Developer I (PDI)
Salesforce Certified Platform Developer II (PDII)
Salesforce Certified Sales Cloud Consultant
Salesforce Certified Service Cloud Consultant
Salesforce Certified Sharing and Visibility Designer
Salesforce Certified System Architect
Salesforce Certified Technical Architect (CTA)
Scrum.Org Certified Scrum Developer (CSD)
Scrum.Org Professional Scrum Developer (PSD)
Scrum.Org Professional Scrum Master I
ScrumAlliance Certified Scrum Developer (CSD®)
ScrumAlliance Certified Scrum DeveloperSM (CSD®)
ScrumAlliance Certified ScrumMaster
Scrumstudy.com Scrum Master Certified (SMC™)
ServiceNow Admin
ServiceNow Certified Application Developer (CAD)
ServiceNow Certified Implementation Specialist

ServiceNow Certified System Administrator
ServiceNow Developer
ServiceNow Fundamentals Certification
Siebel 7.7 Certified Application Developer
Siebel 7.7 Certified Business Analyst
Siebel 7.7 Certified Data Warehouse Developer
Siebel 7.7 Certified Server Architect
Siebel Certified Application Developer
Siebel Certified Business Analyst
Siebel Certified Consultant / Siebel Certified Instructor
Siebel Certified CRM OnDemand Consultant
Siebel Certified Data Warehouse Developer
Siebel Certified Master Analytics Consultant
Siebel Certified Server Architect
Splunk Certified Architect
Splunk Certified User
Sun Certified Business Component Developer for Java 2 Platform, Enterprise Edition 1.3
Sun Certified Developer for Java 2 Platform
Sun Certified Developer for Java Web Services
Sun Certified Enterprise Architect for J2EE (Enterprise Edition) Technology
Sun Certified Mobile Applications Developer for the Java 2 Platform Micro Edition
Sun Certified Web Component Developer for J2EE (Enterprise Edition) Platform
Sybase PowerBuilder v7 Professional
Sybase PowerBuilder v8 Associate
Sybase PowerBuilder v9 Professional
Tableau Desktop Certified Professional
Tableau Server Certified Professional
VMware Certified Professional 5
Xamarin Certified Mobile Developer

Note: Certain agencies may require candidates to possess certifications from specific vendors in order to be hired. Thus, proof of certification may be requested at time of appointment and/or throughout the duration of employment.

Incumbents may be required to update and/or obtain additional professional industry standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

EDUCATION AND EXPERIENCE REQUIREMENTS:

In addition to meeting the professional/vendor certification requirement above, all candidates must also have the following:

1.   A baccalaureate degree from an accredited college or university, and two years of satisfactory full-time (not classroom based) experience in computer applications development planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; or

2.   A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been computer applications development experience as described in "1" above;or

3.   Education and/or experience equivalent to "1"or "2" above. A masters degree in computer science or a related field from an accredited college or university may substitute for one year of computer applications development experience as described in "1" above. However, all candidates must have at least one year of satisfactory full-time (not classroom based) computer applications development experience as described in "1" above.

Some examples of acceptable information technology experience include experience in the areas of: business/systems   analysis,   database   administration/modeling/design,   spatial analysis/mapping, testing, and other relatedareas.

Note: In addition to meeting the minimum Qualification Requirements incumbents may be required to update existing and/or obtain additional professional industry standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

The education requirement must be met by June 30, 2018. The professional/vendor certification and/or experience requirements must be met by the last day of the Application Period (June 26, 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. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after June 30, 2018 or professional/vendor certification and/or experience which you obtain after the end of the Application Period (June 26, 2018).

Residency Requirement: City residency is not required for this title.

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*. 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:

Manhattan	**Brooklyn**	**Queens**	**Staten Island**
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

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* and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information 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:

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.

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.

Education and Experience Test: Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.5 (if applicable), B 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.

Foreign Education Evaluation Guide (Required <u>only</u> 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 DCAS website at *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.

THE TEST:

Your score will be determined by a professional/vendor certification, education and experience test. You will receive a score of 70 points for meeting the minimum professional/vendor certification, 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 (not classroom based) satisfactory experience in computer applications development planning, designing, configuring, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and/or security management for:	**You will receive:**
At least 1 year but less than 2 years	6 points
At least 2 years but less than 3 years	12 points
At least 3 years but less than 4 years	18 points
At least 4 years but less than 5 years	24 points
5 or more years	30 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. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

THE TEST RESULTS:

If you pass the Professional/Vendor Certification, 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*.

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.*

ADDITIONAL INFORMATION:

Selective Certification for Professional/Vendor Certifications: If you have professional/vendor certification(s) listed in the **HOW TO QUALIFY** section, you may be considered for appointment to positions requiring these professional/vendor certifications through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring these professional/vendor certifications. You will be eligible for Selective Certification for the professional/vendor certification that you used to meet the minimum qualification requirements. If you possess any additional professional/vendor certifications listed in the **HOW TO QUALIFY** section, you will be eligible for Selective Certification for these professional/vendor certifications as well. If you acquire any additional professional/vendor certifications listed in the **HOW TO QUALIFY** section during the duration of the list, please submit documentation by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title, number, your social security number, and the Selective Certification you are requesting on your correspondence.

Selective Certification for Incident Command Structure (ICS) Certification: Possession of a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-700, or IS-800.b certificate. If you qualify for Selective Certification. **To add Selective Certification for Incident Command Structure (ICS) Certification, enter "382" in Section D of the Education and Experience Test.** Your certification(s) will be checked by the appointing agency at the time of appointment.

<u>Selective Certification for Special Experience</u>

Selective Certification for Geosupport Development: At least two (2) years of satisfactory, full-time experience in the analysis, design, implementation, maintenance, customization, and enhancement of Geosupport applications using one or more of the following: PL/1, C, .Net, Java, SQL Server, JCL, VSAM, and/or CICS, and developing complex system integration with Geosupport SDK/API. **To add Selective Certification for Geosupport Development, enter "316" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Human Centered Design: At least three (3) years of satisfactory, full-time experience in the application of human-centered methodologies such as customer journey mapping, user research, customer interviews, visual design, contextual inquiry, and other research methods. **To add Selective Certification for Human Centered Design, enter "HCD" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Municipal Experience: At least one (1) year of satisfactory, full- time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population. **To add Selective Certification for Municipal Experience, enter "MGE" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Open Source Development: At least three (3) years of satisfactory, full-time experience in the analysis, design, implementation, maintenance, customization, and enhancement of systems including, but not limited to, the following Open Source technologies: Node, JS, Ruby, Python, PHP, PostgreSQL, MySQL, Drupal, WordPress, and/or JavaScript Frameworks. **To add Selective Certification for Open Source Development, enter "OSD" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Information Technology Systems Experience in an Education Setting: At least one (1) year of full-time satisfactory experience operating, monitoring, troubleshooting and/or developing information technology and/or electronic records systems for an educational program(s) and/or institution(s). **To add Selective Certification for Positions Requiring Information Technology Systems Experience in an Education Setting, enter "EIT" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Microsoft Azure Development Experience: At least three (3) years of full-time satisfactory experience as a certified Microsoft Azure developer. **To add Selective Certification for Positions Requiring Microsoft Azure Development Experience, enter "45M" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Amazon Web Services (AWS) Development Experience: At least three (3) years of full-time satisfactory experience as a certified Amazon Web Services (AWS) developer. **To add Selective Certification for Positions Requiring Amazon Web Services (AWS) Development Experience, enter "AWS" in Section D of the Education and Experience Test.** Your experience will be checked by the appointing agency at the time of appointment.

Selective Certification for Positions Requiring Information Technology Systems Experience in a Public Health or Health Services Setting: At least one (1) year of full-time satisfactory experience operating, monitoring, troubleshooting and/or developing information technology and/or electronic records systems for a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program. **To add Selective Certification for Positions Requiring Information Technology Systems Experience in a Public Health or Health Services Setting, enter "PIT" in Section D of the Education and Experience Test**. Your experience will be checked by the appointing agency at the time of appointment.

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 the Selective Certification you are requesting on your correspondence.

Application Receipt:

You will be e-mailed 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 e-mail.

PENALTY FOR MISREPRESENTATION:

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