



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE CONTRACT SPECIALIST
Exam No. 8528

<p>WHEN TO APPLY: From: June 6, 2018 To: June 26, 2018</p>	<p>APPLICATION FEE: \$68.00</p> <p>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.</p>
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YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE BEFORE YOU SUBMIT YOUR APPLICATION.

WHAT THE JOB INVOLVES:

Administrative Contract Specialists, under direction, with latitude for the exercise of independent judgement and decision making, manage and coordinate the operation of a major program involved in contract management. Administrative Contract Specialists directly supervise supervisory/professional personnel responsible for the day-to-day operations of a unit(s) of contract managers. Administrative Contract Specialists review contract proposals and performance reports to ensure compliance with the agency's requirements, and federal/state/city guidelines; evaluate prospective contractors' budgetary proposals and financial reports; provide technical expertise to contractors and subordinates; make recommendations to higher management concerning the awarding of contracts, provision of additional funding or defunding of contracted programs; make summary reports on contract performance, create a final report at contract closure, and monitor the program's performance to ensure optimum effectiveness and efficiency.

Special Working Conditions:

Administrative Contract Specialists 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:

Salaries will be commensurate with the level of responsibility of the managerial assignment and will be consistent with the Managerial Pay Plan.

ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner of the Department of Citywide Administrative Services who **on the last day of the application period:**

1. holds a permanent (not provisional) competitive appointment or appears on a Preferred List (see Note, below) for the title of Associate Contract Specialist; **and**
2. is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent employees of the eligible title who have rehiring rights.)

This examination is also open to employees who were appointed to an eligible title pursuant to New York State Civil Service Law, section 55-a, and who meet all other eligibility requirements.

If you do not know if you are eligible, check with **your agency's personnel office**. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are marked "Not Eligible," your application fee will not be refunded and you will not receive a score.

ELIGIBILITY TO BE PROMOTED:

In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in the eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year, unless your probationary period in that eligible title has been waived pursuant to Rule 5.2.4 of the Personnel Rules and Regulations of the City of New York.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY:

If you believe you are eligible to take this examination, 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:

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

- 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 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.

THE TEST:

Your score will be determined by an education and experience test. On the education and experience test you will receive a score of 70 points for meeting the eligibility 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 permanent (not provisional) satisfactory full-time experience working for a City of New York Agency in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration, or community relations contracting for:

At least 1 year but less than 3 years	10 points
At least 3 years but less than 5 years	20 points
5 or more years	30 points

If you have satisfactory full-time experience working for a non-City of New York Agency in an administrative, managerial or executive capacity, or supervising professional personnel performing work in program evaluation, contract negotiation/management, business or public administration, or community relations contracting for:

At least 1 year but less than 3 years	5 points
At least 3 years but less than 5 years	10 points
5 or more years	15 points

If you have permanent (not provisional) satisfactory full-time experience working for a City of New York Agency, in a professional, non-supervisory, non-managerial capacity in one or more of the following fields: program evaluation, contract negotiation/management, business or public administration, community relations contracting, or a related field for:

At least 1 year but less than 3 years	3 points
At least 3 years but less than 5 years	6 points
5 or more years	9 points

If you have satisfactory full-time experience working for a non-City of New York Agency, in a professional, non-supervisory, non-managerial capacity in one or more of the following fields: program evaluation, contract negotiation/management, business or public administration, community relations contracting, or a related field for:

At least 1 year but less than 3 years
At least 3 years but less than 5 years
5 or more years

You will receive:
1 point
3 points
6 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.

You must clearly specify in detail all of your relevant experience on your Education and Experience Test and submit it by the end of the application period.

You will not receive credit for experience which you obtain after the end of the application period. Experience must be obtained by the **last day of the Application Period (June 26, 2018)**.

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 and are marked eligible, 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 promotion. If you meet all requirements and conditions, you will be considered for promotion 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.

ADDITIONAL INFORMATION:

Selective Certification:

If you have the certification, language ability, and/or experience listed below, you may be considered for promotion to positions requiring this certification, language ability and/or experience through a process called Selective Certification. Experience obtained in provisional service will not be considered when evaluating whether candidates qualify for Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this certification, language ability and/or experience. **Your certification, language ability and/or experience will be checked by the promoting agency at the time of promotion.**

Selective Certification for Incident Command Structure (ICS) Certification: If you have a valid Incident Command Structure (ICS) Certification, such as FEMA's Professional Development Series certificate or an IS-32.b, IS-200.B, is-250.A, is-700, IS-703.a, or IS-800.b certificate, you may be considered for promotion to positions requiring this certificate through a process called Selective Certification. **To add Selective Certification for Incident Command Structure, enter "382" in Section D of the Education and Experience Test.**

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Japanese, Korean, Portuguese, Polish, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Languages (e.g., Ibo, Swahili, Yoruba), Yiddish and/or you know American Sign Language, you may be considered for promotion to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D of the Education and Experience Test and indicate the language you speak to indicate your interest in such Selective Certification. **To add Selective Certification for Foreign Language and/or American Sign Language, specify the language and enter "FSL" in Section D of the Education and Experience Test.**

Selective Certification for Positions Requiring Experience Utilizing the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (APT): If you have at least twelve months of full-time experience utilizing the New York City Financial Management System (FMS), PASSPORT and/or Automated Procurement Tracking (APT) for tasks including but not limited to administering budgets and revenues; accounting of City funds; processing contracts, procurements and/or payments; submitting claims for reimbursement; and/or auditing, you may be considered for promotion to positions requiring such experience through a process called Selective Certification. **To add Selective Certification for Positions Requiring Experience Utilizing the New York City Financial Management System (FMS), PASSPort and/or Automated Procurement Tracking (APT), enter "FME" in Section D of the Education and Experience Test.**

Selective Certification for Contract Administration Experience: If you have at least one (1) year of full-time satisfactory experience in a health services setting such as a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program, engaged in the negotiation, preparation, auditing and/or management and administration of contracts, grants, appropriations and/or defined budgets; in the preparation and conduct of administrative, procedural, organizational and/or operational studies and analysis, including cost analyses; and/or in personnel or procurement administration pertaining to contract management, and such experience was not part of a formal education program, you may be considered for promotion to positions requiring this experience through a process called Selective Certification. **To add Selective Certification for Contract Administration Experience, enter "PMS" in Section D of the Education and Experience Test.**

Selective Certification for the Ability to Use Microsoft Excel: If you have at least six months of full-time experience using Microsoft Excel, including advanced knowledge of functions including but not limited to VLOOKUP, IF statements, and Pivot Tables, you may be considered for promotion to positions requiring the ability to use Microsoft Excel through a process called Selective Certification. **To add Selective Certification for having the Ability to Use Microsoft Excel, enter "EXL" in Section D of the Education and Experience Test.**

Selective Certification for PHR or SHRM-CP Certification: If you possess a valid PHR or SHRM-CP certificate, you may be considered for promotion to certain positions requiring this experience through a process called Selective Certification. **To add Selective Certification for PHR or SHRM-CP, enter "SRM" 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 the requirement for Selective Certification 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 state the 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. 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 promotion, and may result in criminal prosecution.

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/dcas 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. 10095; The Managerial Service.

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