



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO ADMINISTRATIVE PUBLIC INFORMATION SPECIALIST

Exam No. 8533

AMENDED NOTICE - June 13, 2018

WHEN TO APPLY: From: June 6, 2018
To: June 26, 2018

APPLICATION FEE: \$68.00

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.

The Notice of Examination is amended to add information about Selective Certifications involving experience.

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

WHAT THE JOB INVOLVES:

Under administrative direction with wide latitude for independent initiative and judgment, Administrative Public Information Specialists act as public information representatives for several Mayoral agencies not staffed with public affairs or public information personnel; or as director of information activities for an agency with a major public information staff; or may be responsible for all or a large significant and complex segment of the public information activities in a major agency. All Administrative Public Information Specialists perform related work.

Special Working Conditions:

Administrative Public Information 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 Public Information 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 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.

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.5 (if applicable), and B.** 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 to meet the education and experience requirements):** If you were educated outside

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

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 is 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 day of the application period.

THE TEST:

You will be given an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the eligibility requirements listed on page one. 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 managerial experience in public relations for the City of New York for:

You will receive:

At least 1 year but less than 2 years	10 points
At least 2 years but less than 3 years	20 points
3 or more years	30 points

If you have satisfactory full-time managerial experience in public relations with an employer other than the City of New York for:

You will receive:

At least 1 year but less than 2 years	5 points
At least 2 years but less than 3 years	10 points
3 or more years	15 points

If you have permanent (not provisional) satisfactory full-time non-managerial experience in public relations with the City of New York for:

You will receive:

At least 1 year but less than 2 years	7 points
At least 2 years but less than 3 years	14 points
3 or more years	21 points

If you have satisfactory full-time non-managerial experience in public relations with an employer other than the City of New York for:

You will receive:

At least 1 year but less than 2 years	3.5 points
At least 2 years but less than 3 years	7 points
3 or more years	10.5 points

If you have a Master's degree completed at an accredited college/university in:

You will receive:

English, journalism, public relations, communications, advertising, marketing, or business administration	10 points
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Managerial work experience must include the authority to make critical decisions about matters of significance concerning public relations.

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.

The college/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 are 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 June 30, 2018 or experience which you obtain after the end 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 the 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 for Municipal Information Technology Experience (for Department of Information Technology & Telecommunications only): If you have at least one (1) year of satisfactory, full-time experience working within a municipal government's Information Technology agency in a similar position, which provides service for a city with over 1 million in population, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state "ITM" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Experience in Educational Program or Institution (for Department of Education only): If you have at least two (2) years of satisfactory, full-time professional experience in media communications or public relations for educational program(s) and/or institution(s), you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state "EPE" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Online Editorial Experience (for Department of Education only): If you have at least two (2) years of satisfactory, full-time professional experience planning, designing, developing, writing and editing electronic content such as a website, social media channel(s), newsletter, blog, on-line or e-learning modules, or line of e-books, you may qualify for preferred consideration. This experience must include knowledge of HTML; standard style guides (Associated Press, Chicago Manual of Style); search engine optimization (SEO); user experience (UX) standards; analytics for the web; and at least one content management system, learning management system, enterprise digital publishing platform, or comparable technology tool. If you wish to apply for this Selective Certification, state "OEE" in Section D of the Education and Experience Test.

Selective Certification for Positions Requiring Experience with Creative Design and/or Communications Software Applications in Public Health and/or Mental Hygiene Settings (for Department of Health and Mental Hygiene only): If you have at least one (1) year of satisfactory, full-time experience working in a Public Health and/or Mental Hygiene district, agency, facility or program using applications such as: Localytics, Sysomos, Pastperfect, Extensis Portfolio, Communication Project Request System, Adobe Creative suite and Cloud (InCopy, Photoshop, Dreamweaver, and InDesign), TeamSite, Webtrends, Java, Simply Measured, and such experience was not part of a formal educational program, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state "CCD" in Section D of the Education and Experience Test.

Selective Certification for Digital/Social Media Experience (for Department of Health and Mental Hygiene only): If you have at least one (1) year of experience working with website and social media management, including, but not limited to, creating YouTube channels, Pinterest pages and Flickr accounts and writing/editing for Twitter and/or Facebook, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state "DSM" in section D of the Education and Experience Test.

Selective Certification for Incident Command Structure (ICS) Certification (for Department of Health and Mental Hygiene only): If you possess a valid Incident Command Structure (ICS) certification such as FEMA's Professional Development Series certificate or an IS-100.b, IS-200.b, IS-250.a, IS-700, IS-702.a, or IS-800.b, you may qualify for preferred consideration. If you wish to apply for this Selective Certification, state "ICS" in Section D of the Education and Experience Test.

Selective Certification for Foreign Language and/or American Sign Language (for Department of Health and Mental Hygiene only): If you can speak Albanian, Arabic, Bengali, Bosnian/Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, German, 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 appointment to positions requiring this ability. 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.**

The above Selective Certification requirements may be met at any time 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 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. 10033; The Managerial Service.

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