



Citywide Administrative Services

BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

EDUCATION OFFICER

Exam No. 9027

AMENDED NOTICE – January 02, 2019

WHEN TO APPLY: From: December 6, 2018

APPLICATION FEE: \$68.00

To: December 26, 2018

If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.00% of the payment amount. This fee is nonrefundable.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, March 7, 2019.**

The Notice of Examination is amended to include the Test Description in THE TEST section and location information about the newest Computer-based Testing & Applications Center in the Bronx, in the HOW TO APPLY section.

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

WHAT THE JOB INVOLVES:

Education Officers perform professional and/or supervisory work of various levels of responsibility in the planning and development of a program of the City School District of New York in one or more of the following areas: special education, career and occupational education, health, immunization, diagnostic and treatment services for parents and children, and liaison services with appropriate community agencies to assist pupils in adjusting to the school environment. Education Officers may assist in the administration of out-of-school programs in the foregoing areas. Education Officers utilize computers in the performance of these duties. All Education Officers 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 \$50,791 per annum. This rate is subject to change. There are two 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 may be given the test before we verify your qualifications. 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 an Admission Notice or score. (For more information see Exam Site Admission section.)

You will **not** receive credit for education which you obtain after January 31, 2019 or experience which you obtain after the end of the Application Period (December 26, 2018).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A master's degree from an accredited college or university in education, guidance, educational administration and supervision, or a related field; **or**
2. A baccalaureate degree from an accredited college or university **and** one of the following:
 - (A) one year of full-time satisfactory professional experience in educational program administration, or career or occupational program administration; **or**
 - (B) one year of full-time satisfactory professional experience as a state certified or licensed teacher; **or**
3. A four-year high school diploma or its educational equivalent **and** five years of full-time satisfactory professional experience in educational program administration, career or occupational program administration; **or**
4. A combination of education and/or experience which is equivalent to the requirements in "1," "2," and "3" above. However, all candidates must have at least an approved four-year high school diploma or its educational equivalent.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Examples of qualifying experience in educational program administration: work with evaluation and testing; researching and writing educational grant proposals; administration of funded programs; educational research, and analysis of educational data; experience in early childhood Pre-K program support; coordination and/or administration of special education programs, student enrollment, youth development, and school safety programs.

Examples of qualifying experience in career or occupational program administration: work in adult and continuing education programs; skill assessment for substitute teacher and paraprofessional candidates; and planning and preparation of training programs.

Classroom work in a capacity other than as a state certified or licensed teacher is not qualifying experience.

Note: If you wish to claim experience as a state certified or licensed teacher as described in "2 (B)" above, you **must** enter your teaching experience in **Section B** and your state teaching certification/license in **Section C** of the *Education and Experience Test*. When entering your state teaching certification/license, you **must** include the name of the state teaching certification/license, the state which issued the teaching certification/license, the date the teaching certification/license was issued, and the expiration date of the state teaching certification/license. **Only satisfactory full-time teaching experience gained while possessing a state teaching certification/license will be accepted.**

The education requirement must be met by January 31, 2019. The experience requirement and state teaching certification/license must be met by the last day of the Application Period (December 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, experience, and certification/license 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, 2019 or experience and state teaching certification/license which you obtain after the end of the Application Period.

Residency Requirement Advisory:

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 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
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Queens
118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island
135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx
1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

The DCAS Computer-based Testing & Applications Centers will be closed on Tuesday, December 25, 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 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."

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. **Education and Experience Test:** Fill out **Sections A.1 (if applicable), A.2, A.4 (if applicable), A.5 (if applicable), B, and C (if applicable)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
3. **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 Department of Citywide Administrative Services (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 January 31, 2019.

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 **Education Officer**.

The multiple-choice test may include questions requiring the use of any of the following abilities:

Written Comprehension- The ability to understand written sentences and paragraphs. Example: An Education Officer may use this ability when reading protocols and policies of the Department of Education.

Written Expression- The ability to use English words or sentences in writing so that others will understand. Example: An Education Officer may use this ability when preparing well-written, understandable reports, lessons plans, etc.

Memorization- The ability to remember information such as words, numbers, pictures, and procedures. Example: An Education Officer may use this ability when conducting inspections to ensure that facilities meet Department of Education standards and regulations.

Problem Sensitivity- The ability to tell when something is wrong or likely to go wrong. It includes being able to identify the whole problem, as well as elements of the problem. Example: An Education Officer may use this ability when spotting irregularities in a contract and determining how they could affect future costs.

Mathematical Reasoning- The ability to understand & organize a problem then select a mathematical method or formula to solve the problem. It encompasses reasoning through mathematical problems to determine appropriate operations that can be performed to solve problems. Example: An Education Officer may use this ability when dealing with simple budgeting.

Number Facility- The ability to add, subtract, multiply, and divide quickly and correctly. This can be steps in other operations like finding percentages. Example: An Education Officer may use this ability when computing financial information used in reports.

Deductive Reasoning - The ability to apply general rules to specific problems to come up with logical answers. Example: An Education Officer may use this ability when planning for a professional development day.

Inductive Reasoning- The ability to combine separate pieces of information or specific answers to problems to form general rules or conclusions; to think of possible reasons for why things go together. Example: An Education Officer may use this ability when determining the information that should be inserted into a form, report, database, etc.

Information Ordering- The ability to follow correctly a rule or set of rules or actions in a certain order. The rule or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences and mathematical or logical operations. Example: An Education Officer may use this ability when following the steps provided to prepare and execute after-school and Saturday programs.

EXAM SITE ADMISSION:

You will be sent an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to Administration, Customer, and Exam Support, 1 Centre Street, 14th Floor, Manhattan, to obtain an Admission Notice. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: You are not permitted to enter the test site with electronic devices including, but not limited to, cellular phones, smart watches, recording devices, beepers, pagers, cameras, or portable media players. You are not permitted to use any type of headphones or ear buds. Calculators are permitted; however, they must be hand-held, battery or solar powered, and 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 anywhere at any test site, whether in the testing area, restroom, hallway, or other location, at any time before, during or after the test or Protest Review Session, your test score will be nullified, you will be disqualified from taking any civil service tests for up to five years, 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 a Computer-based Testing & Applications Center 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, City or State issued identification card, IDNYC, 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.

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 meet the education and experience requirements 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. 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.

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 Administration, Customer, and Exam Support in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

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. **Compilation and Analysis of Educational Data Experience:** At least one (1) year of satisfactory, full-time professional experience in the compilation and analysis of educational data. This experience must include advanced knowledge of statistical software packages including, but not limited to, STATA, Statistical Analysis System (SAS) and Statistical Package for the Social Sciences (SPSS).
2. **Researching and Writing of Education Grant Proposals Experience:** At least one (1) year of satisfactory, full-time professional experience in the researching and writing of education grant proposals.
3. **Microsoft Excel Experience:** At least one (1) year of satisfactory, full-time professional experience using Microsoft Excel. This experience must include advanced knowledge of Excel including, but not limited to, using advanced functions (i.e. VLOOKUP, IF statements) and Pivot Tables.
4. **Structured Query Language (SQL) Experience:** At least one (1) year of satisfactory, full-time professional experience using Structured Query Language (SQL). This experience must include advanced knowledge of SQL including, but not limited to, performing joins, setting up primary and foreign keys, and writing stored procedures.
5. **Microsoft Access Experience:** At least one (1) year of satisfactory, full-time professional experience using Microsoft Access, including experience with Advanced Access. Examples include, but are not limited to, working with Visual Basic for Applications, ActiveX controls, SQL, split database architectures, HTML, and CSS.
6. **Project Management Experience:** At least one (1) year of satisfactory, full-time professional experience managing projects which involve the areas of planning and defining project scope, project activity planning and sequencing, resource planning, time and cost estimating, risk management and project monitoring and reporting.
7. **DOE Technology Applications Experience:** At least one (1) year of satisfactory, full-time professional experience utilizing one or more of the following information technology applications: GTS, FAMIS, APRIS, STARS, ATS, Student Enrollment Management System, SESIS, Provider Assignment, COGNOS, CAP, Power Bi, UPK Data Management System (Pre - KIDS), School's Comprehensive Education (iPlan) and Charter Schools' invoicing system.
8. **Municipal Government 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.

9. **Experience in Planning, Developing, and Directing Day Care Services:** At least one (1) year of satisfactory, full-time paid experience as the director of a school devoted largely or exclusively to nursery and/or kindergarten groups and which employs at least two licensed teachers of early childhood education, or the equivalent experience in a consultative capacity.
10. **Qualitative Program Evaluation Experience:** At least one (1) year of satisfactory, full-time experience collecting and analyzing data to conduct qualitative programmatic evaluations of education, public health, or other related programming.
11. **Policy Development/Implementation Experience:** At least one (1) year of satisfactory, full-time experience in a governmental, not-for-profit, or non-governmental organization primarily focused on developing policy or designing strategies for implementation of policy, or oversight of such policy implementation.
12. **Computer Science Experience:** At least one (1) year of satisfactory, full-time professional experience in computer science education or in a computing-related field. This includes teaching students or adults software engineering, computer science, computational thinking, or the engineering design process, or working as a programmer, user experience/interface designer, or related technical product management.
13. **Business Process Management Experience:** At least one (1) year of satisfactory, full-time professional experience analyzing, measuring, improving, optimizing, and/or automating business processes. This experience must include documenting and/or flowcharting operational business processes, performing gap analyses, and developing short and long-term solutions to enable continuous process improvement.
14. **Training Experience:** At least one (1) year of satisfactory, full-time professional experience developing training materials (i.e. curriculum and videos) and conducting large-scale training sessions. The experience must include using tools such as Captivate, Adobe Connect, and Adobe Creative Cloud.
15. **Administration of Health and Wellness Programs Experience:** At least one (1) year of satisfactory, full-time experience in the administration, development and implementation of Health and Wellness programs.
16. **Public Health or Health Education Experience:** At least one (1) year of satisfactory, full-time professional experience in the field of Public Health, having taught Health Education or worked for a public education-related organization.

The above Selective Certification requirements may be met at any time during the duration of the list. If you meet the Selective Certification 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.

PENALTY FOR MISREPRESENTATION:

Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, 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. 12633; Education Officer Occupational Group.

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