



Citywide Administrative Services

BILL DE BLASIO  
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF EXAMINATIONS

LISETTE CAMILO  
Commissioner

## NOTICE OF EXAMINATION

### PROMOTION TO ASSISTANT CIVIL ENGINEER

Exam No. 9514

**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.

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

#### WHAT THE JOB INVOLVES:

Assistant Civil Engineers, under supervision, perform civil engineering work of moderate difficulty and responsibility. They supervise a small squad, unit or group engaged in the performance of work in design, construction supervision, inspection and materials testing, or drafting and tracing; engage in research, investigation, or studies related to the engineering functions or activities of a department or agency; develop drawings, write specifications and prepare estimates of quantities; check shop drawings; participate in field surveys as chief of survey party or in other capacities; participate in inspection operations by observing, checking and certifying the installation of materials and equipment, attest to equipment performance and tests of materials; review or examine plans for the construction, demolition or alteration of structures to comply with the provisions of law, rule or regulation; may operate motor vehicles. All Assistant Civil Engineers perform related work.

Some of the physical activities performed by Assistant Civil Engineers and environmental conditions experienced are: walking to and from inspection sites and during inspections; climbing and descending ladders or stairs to get to areas to be inspected; standing for an extended period of time; opening circular manhole covers; bending and stooping during inspections; working in confined areas; distinguishing colors; wearing hard hat and respirator for manhole inspections; communicating orally; carrying clipboard and inspection forms; climbing around and over various objects; walking in areas that may be damp, dark, dusty, smoky or acrid; working outdoors in all kinds of weather.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

#### Special Working Conditions:

Assistant Civil Engineers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

#### THE SALARY:

The current minimum salary is \$55,416 per annum. This rate is subject to change.

#### ELIGIBILITY TO TAKE EXAMINATION:

This examination is open to each employee of an agency under the jurisdiction of the Commissioner, 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 Civil Engineering Intern; 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 it is determined prior to the test date that you are not eligible to participate in this examination, you will not receive an Admission Notice to take the education and experience test, you will not be permitted into the test site, and your application fee will not be refunded. If it is determined after the test date that you are not eligible to participate in this examination, 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

**READ CAREFULLY AND SAVE FOR FUTURE REFERENCE**

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.

#### 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](http://www.nyc.gov/examsforjobs). Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to two (2) business days to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

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

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver. The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

<b>Manhattan</b>	<b>Brooklyn</b>	<b>Queens</b>	<b>Staten Island</b>
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

**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](http://www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances_guide.pdf) and available at the DCAS Computer-based Testing & Applications Centers. This guide gives important information about claiming Veterans' or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances Guide that pertain to you when you complete your "Application for Examination."

#### REQUIRED INFORMATION:

- 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.4 (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.

#### 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 above. After these requirements are met, you will receive additional credit up to a maximum of 100 points on the following basis:

<b>If you have satisfactory full-time experience with the City of New York as a permanent (not provisional) Civil Engineering Intern for:</b>	<b>You will receive:</b>
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
<b>If you have satisfactory full-time experience with an employer other than the City of New York performing civil engineering work subsequent to receiving a baccalaureate degree in civil engineering from an accredited college or university for:</b>	<b>You will receive:</b>
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

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.

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).

**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 experience which you obtain after the end of the Application Period.**

Experience must be obtained by **the last day of the Application Period.**

#### CHANGE OF MAILING AND/OR EMAIL ADDRESS:

It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. If we do not have your correct mailing and/or email address, you will not receive information about your exam(s), consideration for appointment and/or important information that may require a response by a

specified deadline. Change of mailing and/or email address requests submitted to any agency other than DCAS, such as to the United States Postal Service, will NOT update your records with DCAS.

To update your mailing and/or email address with DCAS, you must submit the change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), previous mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM. The following link will provide you with the DCAS Data Correction Form: <http://www.nyc.gov/html/dcas/downloads/pdf/misc/dp148a.pdf>.

#### **THE TEST RESULTS:**

If you pass the education and experience test 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](http://www.nyc.gov/html/dcas/html/work/civilservice_1.shtml).

#### **ADDITIONAL INFORMATION:**

##### **Selective Certification for Special Experience and/or License:**

If you have the license and/or experience listed in one or more of the areas listed below, you may be considered for promotion to positions requiring this license and/or experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license or experience. If you wish to apply for this Selective Certification, state the name of the Selective Certification in Section D of the Education and Experience Test. Your license and experience will be checked by the promoting agency at the time of promotion. This requirement 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 name of the Selective Certification you are requesting on your correspondence.

1. **Driver License:** If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for promotion to positions requiring this license. If you wish to apply for this Selective Certification, state "Driver License" in Section D on page 4 of the Education and Experience Test Paper. If you are promoted through this Selective Certification, you must maintain your motor vehicle driver license for the duration of your employment.
2. **Traffic Experience:** If you have six months of full-time, satisfactory experience in civil engineering in the design, installation, and maintenance of traffic surveillance cameras, vehicle detection systems, dynamic message signs, and other transportation related technologies, you may be considered for promotion to positions in the Division of Traffic of the Department of Transportation. If you wish to apply for this Selective Certification, state "Traffic" in Section D on page 4 of the Education and Experience Test Paper.
3. **Environmental Experience:** If you have six months of full-time, satisfactory experience in civil engineering in wastewater treatment, sanitary engineering, water treatment, landfill design/construction, and/or ground water treatment, you may be considered for promotion to positions in the Department of Environmental Protection. If you wish to apply for this Selective Certification, state "Environmental" in Section D on page 4 of the Education and Experience Test Paper.
4. **Sewer and/or Water Experience:** If you have six months of full-time, satisfactory experience in civil engineering for sewers, sewer collection systems, water, and/or water distribution systems for developing, implementing, rehabilitating, usage projection, planning, and/or managing the engineering of improvement projects, including conceptual design through detailed construction design, preparation of contract documents, construction services, and regulatory permitting, you may be considered for promotion to positions in the Department of Environmental Protection. If you wish to apply for this Selective Certification, state "sewer/water" in Section D on page 4 of the Education and Experience Test Paper.

##### **Investigation:**

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay an \$87 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript of record from a Bureau of Vital Statistics or other satisfactory evidence, naturalization papers if necessary, proof of any military service, and proof of meeting educational requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

##### **Application Receipt:**

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

#### **PENALTY FOR MISREPRESENTATION:**

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

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The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at [nyc.gov/dcas](http://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. 20210; Engineering Occupational Group.

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