



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

DECKHAND

Exam No. 1182

WHEN TO APPLY: From: January 6, 2021

To: January 26, 2021

APPLICATION FEE: \$68.00

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

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

WHAT THE JOB INVOLVES:

Deckhands, under supervision, perform deckhand duties in compliance with agency standard operating procedures, the Safety Management System (SMS), the Combined Security Plan (CSP) and applicable local, state and federal rules and regulations on a municipal ferry vessel and at a ferry terminal. Deckhands clean the vessel and/or terminal area; perform lookout and emergency duties of the assigned duty station, such as: launching and manning rescue boats and life rafts, operating firefighting equipment, and assisting in vessel to vessel transfers, under the direction of an Officer; operate boarding doors, gates, aprons and bridges; handle gangways and mooring lines; direct passenger and authorized vehicle traffic, as assigned; patrol deck and assigned duty station and make minor maintenance updates to ensure that all is in a safe and clean condition; assist passengers, as needed; report any suspicious circumstance or object to an Officer or Ferry Terminal Supervisor; perform heavy manual labor, such as: handling vessel and terminal supplies and trash, loading and unloading freight, and snow and ice removal on vessels, terminals and docks using shovels, snow throwers and utility vehicles; participate in safety meetings; fire and lifeboat drills; steering, propulsion, anchor and abandon ship drills; and SMS and CSP training; and make announcements on vessels and in terminals. All Deckhands perform related work.

Special Working Conditions:

Deckhands may be required to work various shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Deckhands and environmental conditions experienced are: wearing flotation coats; standing for long periods of time during tours of duty or transit time; and working rotating shifts in varying degrees of weather and visibility. Deckhands must also be capable of climbing ladders on the Ferry and responding quickly to various emergencies and situations.

(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 \$51,524 per annum. This rate is subject to change.

HOW TO QUALIFY:

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 a score.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (January 26, 2021).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Two years of full-time paid satisfactory experience as a deckhand on ocean, coastwise or inland steam or motor vessels, or equivalent seagoing experience in a sea service of the Armed Forces of the United States; or
2. Graduation from an accredited college or university with an Associate degree in marine technology, such as the maritime technology degree awarded by Kingsborough Community College, including or supplemented by at least one year of deck duty; or
3. Graduation from one of the U.S. Coast Guard approved maritime or sea service academies listed below, including the curriculum, program or qualification indicated:
 - a) The U.S. Merchant Marine Academy (deck curriculum); or
 - b) The U.S. Coast Guard Academy or the U.S. Naval Academy with a qualification as an Underway Officer in charge of a navigational watch; or
 - c) The Deck Class of a Maritime Academy approved by and conducted under the rules prescribed by the Maritime Administrator and listed in part 310 of 46 CFR, including the program in the Deck Class of the Great Lakes Maritime Academy.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Credential/Certificate Requirements:

Within six (6) months of appointment, all candidates must possess:

1. A valid U.S. Coast Guard Merchant Mariner Credential (MMC) with the following endorsements:
 - a) Able Seaman - any category, or a superior endorsement; and
 - b) Lifeboatman or Lifeboatman-limited.

2. A valid U.S. Coast Guard medical certificate without restriction for applicable service; and

Within thirty (30) days of appointment, all candidates must possess:

A valid Transportation Worker Identification Credential (TWIC) issued by the U.S. Transportation Security Administration (TSA).

All credentials and certificates must be maintained for the duration of employment.

The education requirement must be met by January 31, 2021. The experience requirement must be met by the last day of the Application Period (January 26, 2021).

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 of 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.

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

$(\text{number of hours worked per week}/35) \times (\text{number of months worked})$

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (January 26, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys) online. Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (January 26, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.

You will not receive credit for education which you obtain after January 31, 2021 or experience which you obtain after the end of the Application Period (January 26, 2021).

Medical Requirement: Medical guidelines established by the U.S. Coast Guard apply to the position of Deckhand. Candidates will therefore be required to undergo a medical examination prior to appointment and thereafter, pursuant to Coast Guard regulations.

Drug/Alcohol Screening Requirement: Candidates must pass a drug screening to be appointed. Deckhands are subject to random drug and alcohol testing during their employment.

Residency: Under the New York City Administrative Code Section 12-120, you might need to be a resident of the City of New York within 90 days of the date you are appointed to this position. Since residency requirements vary by title, appointing agency and length of service, consult the **appointing agency's personnel office** at the time of the appointment interview to find out if City residency is required.

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, apply using 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 apply 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 apply to ensure the accuracy of candidate information. Verification is instantaneous for most accounts and you will receive a confirmation email with instructions to activate your account. For any account creation issues, you will receive onscreen prompts to contact DCAS. This review may require up to two (2) business days to be reviewed and 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-exams.nyc.gov/OASysWeb/Home/Faq>. Effective January 2020, the Online Application System is no longer supported on Windows 7 or earlier versions of Windows operating systems.

You must complete the entire examination by midnight Eastern Time on the last day of the application period. If you have questions about applying for this examination, you may contact DCAS at OASys@dcas.nyc.gov.

Special Circumstances Guide: This guide is located on the DCAS website at https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf. 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:

- 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 Exam:** Fill out all the required sections displayed onscreen (if applicable). You will have until midnight Eastern time on the last day of the Application Period (January 26, 2021) to clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it in the Online Application System (OASys). If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (January 26, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination (if applicable), and your application fee will not be refunded.
- 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 DCAS no later than eight weeks from the last day of the application period.

THE TEST:

Your score will be determined by an Education and Experience Exam. You will receive a score of 70 points for meeting the education and experience requirements listed above. After these requirements are met, you will receive additional credit for full-time paid satisfactory experience up to a maximum of 100 points on the following basis:

If you have full-time paid satisfactory experience as a deckhand or higher above deck title aboard a passenger ferry with International Safety Management (ISM) certification for:	You will receive up to:
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

If you have full-time paid satisfactory experience as a deckhand or higher above deck title aboard a passenger ferry without ISM certification for:	You will receive up to:
At least 1 year, but less than 2 years	4 points
At least 2 years, but less than 3 years	8 points
At least 3 years, but less than 4 years	12 points
At least 4 years, but less than 5 years	16 points
5 or more years	20 points

If you have full-time paid satisfactory experience as a deckhand or higher above deck title aboard any seagoing or inland vessel not included in "1" or "2" above:	You will receive up to:
At least 1 year, but less than 2 years	2 points
At least 2 years, but less than 3 years	4 points
At least 3 years, but less than 4 years	6 points
At least 4 years, but less than 5 years	8 points
5 or more years	10 points

NOTE: A "passenger ferry" is a specially constructed merchant vessel used to transport passengers and sometimes vehicles across rivers and other bodies of water from one shoreline to another, making contact with a thoroughfare at each terminus. The Staten Island Ferry is a passenger ferry with ISM certification. The Circle Line is a passenger ferry, but does not have ISM certification.

You will receive a maximum of one year of experience credit for each year you worked. Each year of experience will be credited under only one category which will be the highest appropriate category. **Experience used to meet the minimum requirements cannot be used to gain additional credit.**

During the Education and Experience Exam (EEE), you may answer questions about your experience. If your experience was on a part-time basis working less than 35 hours per week, you will need to convert your part-time experience to full-time experience using the formula below. Once you have determined your full-time experience equivalent, use this amount to answer questions about your experience.

(number of hours worked per week/35) x (number of months worked)

For example, if you worked at a job for 21 hours per week for 12 months, you would make the following calculation: $21/35 \times 12 = 7.2$ months.

You have until midnight Eastern time on the last day of the Application Period (January 26, 2021) to clearly specify in detail all of your relevant education and experience and Final Submit your Education and Experience Exam in the Online Application System (OASys) online. Once you Final Submit your Education and Experience Exam in OASys, you will not be permitted to submit new or additional information on your Education and Experience Exam online.

If you do not Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period (January 26, 2021), your examination will be considered incomplete, you will not be entitled to the appeals process, you will not receive a score, you will not be invited to subsequent portions of this examination, if applicable, and your application fee will not be refunded.

You will not receive credit for experience which you obtain after the end of the Application Period (January 26, 2021).

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is critical that you promptly notify DCAS of any change to your mailing address, email address and/or phone number. If we do not have your correct mailing address, email address and/or phone number, 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. If you need to update your Mailing Address, Email Address and/or Telephone Number, read below:

- City Employees – update this information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess.
- All Others – update this information on your Profile page in the Online Application System (OASys) by logging into your OASys account and navigating to your Dashboard, then your Profile tab at www.nyc.gov/examsforjobs.
- Submit a written request by email at OASys@dcas.nyc.gov, by fax (646) 500-7199, or by regular mail: DCAS, 1 Centre Street, 14th Floor, New York, NY 10007. Your written 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.

CHANGE OF NAME AND/OR SOCIAL SECURITY NUMBER:

Use the Data Correction Form and follow all instructions for changing your name and/or social security number with DCAS. The following link will provide you with the DCAS Data Correction Form: <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/dp148a.pdf>.

THE TEST RESULTS:

If you pass the Education and Experience Exam, 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: <https://www1.nyc.gov/site/dcas/employment/civil-service-system.page>.

If you believe that your test part was rated incorrectly, you may submit an appeal of your score to DCAS, Committee on Manifest Errors, through the Online Application System (OASys). Your appeal must give specific reasons why your score should be higher. Your appeal may result in a higher or lower rating.

To access the appeal portal of OASys, please log into your OASys account at www.nyc.gov/examsforjobs and use the following steps:

1. Navigate to the Dashboard for the Appeals tab.
2. Click the NEW APPEAL button to create and submit your appeal.
3. Select the exam from the Exam drop-down list, and
4. Select the exam part from the Exam Part drop-down list.
5. Select the reason for your appeal from the Appeal Reason drop-down list (if applicable).
6. Enter the details of your appeal by providing specific reasons why your score should be higher.

Note: You may attach up to 5 documents to support your appeal by using the attachment functionality

ADDITIONAL INFORMATION:

Application Receipt:

You will be emailed a receipt immediately after you have applied for the examination. If you do not receive this receipt, check the "Junk", "Trash", or "Spam" folders for the primary email linked to your Online Application System (OASys) account. If you are unable to locate the email, you can view a summary of the notification email to you on your OASys Dashboard, then under the Notifications tab. If you are still unable to find the email, please email DCAS via the Contact feature available in OASys with a description of the issue and include the exam number and your profile number located on your Profile page. While on your Profile page, check that the email addresses you provided are correct and/or updated.

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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 91529; Ferry Service: Group I - Deck.

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