



BILL DE BLASIO
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

LISETTE CAMILO
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO COMPUTER ASSOCIATE (TECHNICAL SUPPORT)

Exam No. 1513

WHEN TO APPLY: From: May 5, 2021

To: May 25, 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:

Computer Associates (Technical Support), under general supervision, with considerable latitude for independent initiative and judgment, direct and supervise subordinate employees or perform difficult and complex technical support activities. All Computer Associates (Technical Support) perform related work.

Special Working Conditions:

Computer Associates (Technical Support) may be required to work shifts including nights, Saturdays, Sundays, and holidays.

Some of the physical activities performed by Computer Associates (Technical Support) and environmental conditions experienced are: May be required to lift packages of up to 50 pounds.

(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 \$51,345 per annum. This rate is subject to change. There are three assignment levels within this class of positions. Promotions will generally be made to Assignment Level I. After promotion, employees may be assigned to the higher assignment levels at the discretion of the agency.

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 Clerical Associate; **and**
2. meets the experience requirement listed in the Requirement(s) to be Promoted section; **and**
3. 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 it is determined that you are not eligible to participate in this examination, your application fee will not be refunded.

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

REQUIREMENT(S) TO BE PROMOTED:

Experience Requirement: Two (2) years of satisfactory permanent (not provisional) full-time experience, in a City agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services, in mainframe computer environments, mid-range computer environments, LAN or WAN computer environments, and/or local desktop support.

The experience requirement must be met by the last day of the Application Period (May 25, 2021).

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 (May 25, 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). 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 (May 25, 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 June 30, 2021 or experience which you obtain after the end of the Application Period (May 25, 2021).

HOW TO APPLY:

If you believe you are eligible to take this examination, 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.**

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:** Follow the instructions displayed onscreen to answer the questions. You will have until midnight Eastern time on the last day of the Application Period (May 25, 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 (May 25, 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 in this examination):** 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 which is located on the DCAS website at <https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/foreigneducation.pdf>. When you contact the evaluation service, ask for the evaluation as follows:

(A) If you wish to claim semester credits in the area(s) described in *The Test* section on page 3, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education.

(B) If you wish to claim continuing education course(s) described in *The Test* section on page 3, ask the Evaluation Service to recommend the appropriate type of evaluation.

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 date for applying for this examination.

THE TEST:

You will be given an Education and Experience Exam. Your score on this test will be used to determine your place on an eligible list. On the Education and Experience Exam, you will receive a score of 70 points for meeting the eligibility requirements listed in the "Eligibility to be Promoted" section. 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 in mainframe computer environments, mid-range computer environments, LAN or WAN computer environments, and/or local desktop support for the City of New York:

At least 6 months but less than 1 year	You will receive up to:	Up to 6 points
At least 1 year but less than 2 years		Up to 12 points
At least 2 years but less than 3 years		Up to 18 points
At least 3 years but less than 4 years		Up to 24 points
4 or more years		Up to 30 points

If you have satisfactory full-time experience in mainframe computer environments, mid-range computer environments, LAN or WAN computer environments, and/or local desktop support with an employer other than the City of New York:

At least 6 months but less than 1 year	You will receive up to:	Up to 3 points
At least 1 year but less than 2 years		Up to 6 points
At least 2 years but less than 3 years		Up to 9 points
At least 3 years but less than 4 years		Up to 12 points
4 or more years		Up to 15 points

Education: Ten (10) points is the maximum amount of additional points for education that may be credited for graduate credit(s), undergraduate credit(s), and continuing education course(s) combined.

If you have graduate semester credits completed at an accredited college or university in computer information systems, computer science and/or science, technology, engineering and mathematics (STEM) course areas such as physics, engineering, logic/proof-based mathematics, and/or statistics, for the completion of (see note below):

Completion of 3 to 8 graduate semester credits	You will receive:	2 points
Completion of 9 to 14 graduate semester credits		4 points
Completion of 15 to 20 graduate semester credits		6 points
Completion of 21 to 26 graduate semester credits		8 points
Completion of 27 or more graduate semester credits		10 points

If you have undergraduate semester credits completed at an accredited college or university in computer information systems, computer science and/or science, technology, engineering and mathematics (STEM) course areas such as physics, engineering, logic/proof-based mathematics, and/or statistics, for the completion of (see note below):

Completion of 3 to 8 undergraduate semester credits	You will receive:	1 point
Completion of 9 to 14 undergraduate semester credits		2 points
Completion of 15 to 20 undergraduate semester credits		3 points
Completion of 21 to 26 undergraduate semester credits		4 points
Completion of 27 or more undergraduate semester credits		5 points

If you have completed any continuing education courses in computer technical support such as telecommunications, operating systems, virtualization, enterprise storage and/or networking; computer information systems; computer science; and/or science, technology, engineering and mathematics (STEM) course areas such as physics, engineering, logic/proof-based mathematics, and/or statistics at an accredited college or university or at a professional training center, for the completion of:

You will receive:

One (1) continuing education course	1 point
Two (2) continuing education courses	3 points
Three (3) continuing education courses	5 points

Note: You must list each and every undergraduate, graduate, and/or continuing education course for which you wish to be evaluated for credit 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.

Experience used to meet the Experience Requirements under REQUIREMENT(S) TO BE PROMOTED cannot be used to gain additional credit.

During the Education and Experience Exam (EEE), you may answer questions about your experience. You will receive a maximum of one year of experience credit for each year you worked. 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 must clearly specify in detail all of your relevant education and experience on your Education and Experience Exam and submit it by the end of the Application Period. You will not receive credit for education which you obtain after June 30, 2021, or experience which you obtain after the end of the Application Period.

You have until midnight Eastern time on the last day of the Application Period (May 25, 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). 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 (May 25, 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.

Education must be obtained by June 30, 2021 and experience must be obtained by the last day of the Application Period (May 25, 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 at (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 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: <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.

ADDITIONAL INFORMATION:

Selective Certification for Motor Vehicle Driver License (MVO): If you have a motor vehicle Driver License that is valid in the State of New York, you may be considered for appointment to positions requiring this license through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this license. If you wish to apply for this Selective Certification, follow the onscreen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). **Your motor vehicle Driver License will be checked by the appointing agency at the time of appointment. If you are appointed through Selective Certification, you must maintain your motor vehicle Driver License for the duration of your employment.**

Selective Certification for Certificate, License, and/or Special Experience: If you have the certifications, licenses, and/or special experience listed below, you may be considered for appointment to positions requiring these certifications, licenses, and/or special experience through a process called Selective Certification. If you wish to apply for this Selective Certification, follow the on-screen instructions when completing the Education and Experience Exam to indicate your interest in such Selective Certification and Final Submit it in the Online Application System (OASys). Experience obtained in provisional service will not be considered when evaluating whether candidates are qualified for Selective Certification. **Your certification(s), license(s), and/or special experience will be checked by the appointing agency at the time of appointment. The certification(s) and/or license(s) must be maintained for the duration of your employment.**

1. **Selective Certification for Positions Requiring Administrative Information Systems Experience (AIS):** At least two (2) years of satisfactory, full-time technical support experience with administrative Information Systems (including Resources, Finance, Accounting, etc.) creating, maintaining databases and/or modifying HR information systems to create additional functionality or create queries.
2. **Selective Certification for Positions Requiring AIX System Administration Experience (339):** At least two (2) years of satisfactory, full-time experience in AIX System administration, including such tasks as in-depth installation, configuration, administration and tuning enterprise class servers, configuration and management of networking in AIX, management and configuration of VIO client partitions.
3. **Selective Certification for Positions Requiring Apple Operations Technical Support Experience (AOT):** (1) A valid Apple Certified Technical Coordinator (ACTC) certification or Apple Certified Macintosh Technicians (ACMT) certification; **or** (2) At least two (2) years of satisfactory, full-time experience in the support of Apple systems, including print, graphics and post-editorial support.
4. **Selective Certification for Positions Requiring a Brocade Certified Fabric Administrator (BCFA) Certification (129):** A valid Brocade Certified Fabric Administrator (BCFA) certification **and** at least two (2) years of satisfactory, full-time experience in administration of Enterprise-level storage systems.
5. **Selective Certification for Positions Requiring Business & Staff Operations Experience (SBO):** At least two (2) years of satisfactory, full-time experience in providing technical support to the day-to-day operational needs of an IT organization, including, but not limited to: handling staff inquires/requests, logging technical support tickets (e.g. desktop, network, mobile devices), instructing internal users on how to use agency applications/devices, tracking IT resources, provisioning training, coordinating technology upgrades, managing floor plans, maintaining operational manuals, creating/updating reports.
6. **Selective Certification for Positions Requiring Business Intelligence/Analytics Systems Experience (BAS):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of Business Intelligence or Analytics systems. Examples include, but are not limited to: OBIEE, DAC, Informatica Power Exchange, Power Center, SSIS, Data Warehouse, SAS, PL/SQL, BI Publisher, Actuate and/or BI Publisher reports, Visual Studio, IIS, WebLogic, WebTrend, SQL Server, SSRS, XML/XSL/Web Services, Unix, Linux and SQL.
7. **Selective Certification for Positions Requiring a Certified Associate in Project Management (CAPM) Certification (CAP):** A valid professional certification as a Certified Associate in Project Management (CAPM) from the Project Management Institute (PMI).
8. **Selective Certification for Positions Requiring a Certified Electronics Technician (CET) Certification (174):** A valid Certified Electronics Technician (CET) certification **and** at least two (2) years of satisfactory, full-time experience designing, operating or maintaining public safety communication systems.
9. **Selective Certification for Positions Requiring a CompTIA A+ Certification (A+C):** A valid CompTIA A+ certification from CompTIA **or** a certified training partner.

10. **Selective Certification for Positions Requiring Computer Telephony Integration Systems Experience (CTS):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of Computer Telephony Integration (CTI) systems. Examples include, but are not limited to: Genesys, PBX, Nortel or/and Avaya Telephony system IIS, Siebel, MS Dynamics, Oracle CRM and Salesforce, Unix, Linux and SQL.
11. **Selective Certification for Positions Requiring Customer Relationship Management (CRM) Systems Experience (CMS):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of industry leading Customer Relationship Management (CRM) Systems. Examples include, but are not limited to: Siebel, MS Dynamics, Oracle CRM and Salesforce, Actuate and/or BI Publisher reports, Visual Studio, IIS, SQL Server, SSRS, XML/XSL/Web Services, Unix, Linux and SQL.
12. **Selective Certification for Positions Requiring an EMC Certified Storage Administrator - Storage Area Network (SAN) Certification (24B):** A valid EMC Certified Storage Administrator - Storage Area Network (SAN) certification **and** at least two (2) years of satisfactory, full-time experience in administration of Enterprise-level storage systems.
13. **Selective Certification for Positions Requiring an EMC Certified Storage Administrator - VMAX Solutions Certification (24C):** A valid EMC Certified Storage Administrator - VMAX Solutions certification **and** at least two (2) years of satisfactory, full-time experience in administration of Enterprise-level storage systems.
14. **Selective Certification for Positions Requiring an EMC Certified Storage Administrator - VNX Solutions Certification (24D):** A valid Storage Administrator Specialist (VNX solutions) certification **and** at least two (2) years of satisfactory, full-time experience in administration of Enterprise-level storage systems.
15. **Selective Certification for Positions Requiring an EMC Certified Storage Administrator (EMCSA) Specialist - Isilon Certification (24E):** A valid EMC Certified Storage Administrator (EMCSA) Specialist - Isilon certification **and** at least two (2) years of satisfactory, full-time experience in administration of Enterprise-level storage systems.
16. **Selective Certification for Positions Requiring Enterprise Knowledge Sharing Experience (EKX):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of Enterprise Knowledge Sharing and collaboration tools/platforms (e.g., Microsoft SharePoint) in order to support technical reference repositories, shared resources, network of technical expertise, and development/evaluation of enterprise technology solutions.
17. **Selective Certification for Positions Requiring Enterprise Web Analytics Experience (25D):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of Enterprise Web Analytics Systems. Examples include, but are not limited to: WebTrends Analytics, Google Analytics, Microsoft SQL Server.
18. **Selective Certification for Positions Requiring a Federal Communications Commission (FCC) Commercial Radio License(s) (282):** A valid Federal Communications Commission (FCC) Commercial Radio License **and** at least two (2) years of satisfactory, full-time experience providing technical support and maintenance for public safety communication systems. Examples of FCC Commercial Radio Licenses include: FCC GROL (General Radio Operator License) with or without Radar Endorsement; GMDSS (Global Maritime Distress Safety System) Operator or Maintainer License.
19. **Selective Certification for Positions Requiring Geographic Data Operations Experience (315):** At least two (2) years of satisfactory, full-time experience providing technical support for the day-to-day operations of an enterprise Geographic Information Systems (GIS), or location-based multi-user database. Experience must include, but is not limited to: working with business owners to understand and document data requirements; coordinating data delivery among external groups; design, development, maintenance and/or support of databases; running, reviewing and analyzing validation and/or ETL (Extract, Transform, Load) programs; and performing data analysis.
20. **Selective Certification for Positions Requiring a Incident Command Structure (ICS), Communications Leader (COML), or Communications Technician (COMT) Certification (382):** A valid Incident Command Structure (ICS) certification or Communications Leader (COML) certification or Communications Technician (COMT) certification **and** at least two (2) years of satisfactory, full-time experience designing, operating or maintaining public safety communication systems.
21. **Selective Certification for Positions Requiring IT Problem Management Experience (42D):** At least five (5) years of satisfactory, full-time experience in a large scale IT enterprise managing a team that is responsible for managing the life cycle and process of problems to stabilize IT service delivery and prevent reoccurrence of IT impacting critical systems.
22. **Selective Certification for Positions Requiring IT Support - BMC Service Desk Experience (42K):** At least two (2) years of satisfactory, full-time experience in the use of BMC Service Desk software to open and track technical support issues to resolution, track and document change management, and track problems for Root Cause Analysis using the ITIL framework.
23. **Selective Certification for Positions Requiring IT Support - Cherwell Experience (42L):** At least two (2) years of satisfactory, full-time experience in the use of Cherwell software to open and track technical support issues to resolution, track and document change management, and track problems for Root Cause Analysis using the ITIL framework.
24. **Selective Certification for Positions Requiring IT Support - Mainframe Operations Experience (42M):** At least two (2) years of satisfactory, full-time experience in the use and support of mainframe operations, using the Dynamic Forms System (DFS) to support mainframe printing, mainframe scanning and adding and removing printers and scanners; using 3270 emulators such as Mocha and Webconnect; and supporting mainframe operations using the Macintosh platform.

25. **Selective Certification for Positions Requiring IT Support - Remote Support Experience (42N):** At least two (2) years of satisfactory, full-time experience in the use of specific IT Management tools, such as Goverlan Tools to log into unattended and attended workstations for providing technical assistance to users, real-time detection of users logged-in workstations and comprehensive AD management, generating reports on AD objects, conducting global systems management tasks and AD changes, and detecting specific configurations, and the use of Goverlan's WMIX features including PowerShell or VB WMI scripts, generating WQL queries and to leverage WMI standards.
26. **Selective Certification for Positions Requiring IT Support - SW Deployment Experience (42O):** At least two (2) years of satisfactory, full-time experience in the use of specific deployment software, such as Systems Center Configuration Manager, deploying software to over 12,000 workstations, patching Windows security and MS Office critical systems, patching third party applications within the Windows and Mac environments using Shavlik in conjunction with SCCM, imaging workstations and dynamically patching the image to keep at a current state matching the AD environment.
27. **Selective Certification for Positions Requiring a IT/Wireless Certification(s) (42P):** A valid IT/Wireless certification **and** at least two (2) years of satisfactory, full-time experience providing technical support and maintenance for public safety communication systems. Examples of IT/Wireless Certifications include, but are not limited to: Motorola Certified Land Mobile Radio (LMR) Communications Professional, Motorola Certified Wireless Data (LTE) Communications Systems Professional, Motorola Certified Astro 25 Radio System Administrator, Motorola Certified Astro 25 M Core Technician, CWNA; CWNP; CCNA; CCNP; CCIE; A+; Network +.
28. **Selective Certification for Positions Requiring an ITIL Certification (417):** A valid ITIL Practitioner certification **and** at least two (2) years of satisfactory, full-time experience with implementation, configuration, change and incident management and process support in an IT enterprise level environment.
29. **Selective Certification for Positions Requiring LAN/WAN Network Engineering Administration Experience (CLW):** A valid Cisco Certified Network Professional (CCNP) certification **and** at least five (5) years of satisfactory, full-time experience with IP switched/routed based network; experience routing and switching (LAN/WAN), HSRP, GLBP, QOS multicasting, VLANs, VTP, NTP and load balancing; experience with IP addressing and subnetting (IPv4/6), routing protocols, including BGP, EIGRP, OSPF and MPLS; experience with basic troubleshooting experience of Cisco hardware/OS software, including 72xx, 39xx, and 29xx series routers, 65xx, 37xx, and Nexus platform layer 2/3 switches.
30. **Selective Certification for Positions Requiring Land Mobile Radio (LMR) System Training/Certifications (482):** A valid Land Mobile Radio (LMR) System Training/Certification **and** at least two (2) years of satisfactory, full-time experience designing, operating or maintaining public safety communication systems. Examples of LMR System Training/Certifications include, but are not limited to: P25 Trunking Radio Networks, Microwave Backhaul Links, MCC 7500 Console Systems, Subscriber Programming Training (APX, XTS, XTL line of subscribers).
31. **Selective Certification for Positions Requiring a Lean Six Sigma Green Belt Certification (LSS):** A valid Lean Six Sigma Green Belt certification **and** at least two (2) years of satisfactory, full-time experience in the design, implementation and management of mid-to large-size IT projects.
32. **Selective Certification for Positions Requiring a Microsoft Certified IT Professional (MCITP) Certification (45A):** A valid Microsoft Certified IT Professional (MCITP) certification from Microsoft **or** Microsoft-certified training partner.
33. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate (MCSA) Certification (438):** A valid Microsoft Certified Solutions Associate (MCSA) certification from Microsoft **or** a Microsoft-certified training partner.
34. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: Office 365 (MCSA: Office 365) Certification (45B):** A valid Microsoft Certified Solutions Associate: Office 365 (MCSA: Office 365) certification from Microsoft **or** Microsoft-certified training partner.
35. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: SQL (MCSA: SQL) Certification (45C):** A valid Microsoft Certified Solutions Associate: SQL (MCSA: SQL) certification from Microsoft **or** a Microsoft-certified training partner.
36. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: Windows 10 (MCSA: Windows 10) Certification (45D):** A valid Microsoft Certified Solutions Associate: Windows 10 (MCSA: Windows 10) certification from Microsoft **or** a Microsoft-certified training partner.
37. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: Windows 8 (MCSA: Windows 8) Certification (45F):** A valid Microsoft Certified Solutions Associate: Windows 8 (MCSA: Windows 8) certification from Microsoft **or** a Microsoft-certified training partner.
38. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: Windows Server 2008 (MCSA: Windows Server 2008) Certification (45G):** A valid Microsoft Certified Solutions Associate: Windows Server 2008 (MCSA: Windows Server 2008) certification from Microsoft **or** a Microsoft-certified training partner.
39. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: Windows Server 2012 (MCSA: Windows Server 2012) Certification (45H):** A valid Microsoft Certified Solutions Associate: Windows Server 2012 (MCSA: Windows Server 2012) certification from Microsoft **or** a Microsoft-certified training partner.

40. **Selective Certification for Positions Requiring a Microsoft Certified Solutions Associate: Windows Server 2016 (MCSA: Windows Server 2016) Certification (45E):** A valid Microsoft Certified Solutions Associate: Windows 2016 (MCSA: Windows Server 2016) certification from Microsoft **or** a Microsoft-certified training partner.
41. **Selective Certification for Positions Requiring a Microsoft Office Specialist (MOS) Certification (45I):** A valid Microsoft Office Specialist (MOS) certification from Microsoft **or** a Microsoft-certified training partner.
42. **Selective Certification for Positions Requiring a Microsoft Technology Associate (MTA) Certification (462):** A valid Microsoft Technology Associate (MTA) certification from Microsoft **or** a Microsoft-certified training partner.
43. **Selective Certification for Positions Requiring Multi-Large Scale System Support Management Experience (477):** At least two (2) years of satisfactory, full-time experience in design, deployment, administration, and operations of Enterprise level SAN and NAS solutions. This experience should include all levels of the project cycle from architecting to deployment to day to day operations including troubleshooting Enterprise class data storage systems in multiple OS environments.
44. **Selective Certification for Positions Requiring a NetApp Certified Data Administration (NCDA) Certification (490):** A valid NetApp Certified Data Administrator (NCDA) certification **and** at least two (2) years of satisfactory, full-time experience in administration of Enterprise-level storage systems.
45. **Selective Certification for Positions Requiring Novell Network Operations Experience (NOL):** At least two (2) years of satisfactory, full-time experience installing, configuring, and supporting LAN/WAN infrastructure using Novell Client and Zenwork Configuration tools.
46. **Selective Certification for Positions Requiring Oracle DBA Experience (580):** At least five (5) years of satisfactory, full-time experience in implementing/managing Oracle RAC environments, implementing Grid Infrastructure release 11.2 or higher on a Unix/Linux environment, ASM cluster Filesystem implementation/maintenance, patching grid infrastructure software, implementing instance caging, and adding a new disk to an ASM disk group.
47. **Selective Certification for Positions Requiring a PMI PfMP Certification (587):** A valid Portfolio Management Professional (PfMP) certification from the Project Management Institute (PMI) **and** at least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of project and portfolio management (PPM) tools (e.g., Clarity, MS Project Server).
48. **Selective Certification for Positions Requiring Project Management Experience (PME):** At least two (2) years of satisfactory, full time experience supporting technical project managers engaged in the design and implementation of a mid to large sized IT project. Examples of experience include: monitoring the scope, budget and/or schedule of smaller related sub-projects; and experience with one or more of the following software programs: Microsoft Office; Microsoft Project; Microsoft SharePoint; Clarity; Basecamp; JIRA; Primavera.
49. **Selective Certification for Positions Requiring Project Portfolio Management Experience (PPM):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of project and portfolio management (PPM) tools. Examples include, but are not limited to: Clarity, MS Project Serve and must have the Portfolio Management Professional (PMP) certification from the Project Management Institute (PMI).
50. **Selective Certification for Positions Requiring RACF Security Administration Experience (RAC):** At least five (5) years of satisfactory, full-time experience in processing access requests in a large mainframe environments including Mainframe security - RACF (IBM) administration.
51. **Selective Certification for Positions Requiring Service Desk Supervision Experience (61B):** At least five (5) years of satisfactory, full-time experience supervising staff in a technical support or help desk environment and quality assurance review. Experience should include, but is not limited to: supervision of staff in support of Microsoft Office Suite, Microsoft Operating Systems, Browser based applications (Siebel, .NET Framework, Java), Adobe Suite, McAfee, Active Directory, Microsoft Deployment Tool Kit, Microsoft GoToASSIST, Remedy, and BladeLogic Client Management.
52. **Selective Certification for Positions Requiring Service Desk Technical Support Experience (CSD):** At least five (5) years of satisfactory, full-time experience in providing technical support for a technical service desk and/or technical help desk support. Experience must include, but is not limited to: Microsoft Office Suite, Microsoft Operating Systems, browser-based applications (Siebel, .NET Framework, Java), Adobe Suite, McAfee, Active Directory, Microsoft Deployment Tool Kit, Microsoft GoToASSIST, Remedy, and BladeLogic Client Management.
53. **Selective Certification for Positions Requiring Technical Environment Review Experience (TEM):** At least two (2) years of satisfactory, full-time experience in providing technical support and the review of technical specifications for hosting environments, including, but not limited to, server operating systems such as Microsoft Windows, Red Hat Enterprise Linux, SUSE Linux Enterprise, and Oracle Solaris; database platforms such as Oracle, MS SQL Server, NoSQL, NewSQL, or various open source databases; technology requirements such as network load balancing rules, firewall rules, storage size and IOPS needs, and network connectivity requirements.

54. **Selective Certification for Positions Requiring Technical Environment Specification Experience (721):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance for hosting environments and their technical specifications, including, but not limited to, server operating systems such as Microsoft Windows, Red Hat Enterprise Linux, SUSE Linux Enterprise, and Oracle Solaris; database platforms such as Oracle, MS SQL Server, NoSQL, NewSQL, or various open source databases; technology requirements such as network load balancing rules, firewall rules, storage size and IOPS needs, and network connectivity requirements.
55. **Selective Certification for Positions Requiring UNIX/LINUX Server Administration Experience (DAX):** At least two (2) years of satisfactory, full-time experience in UNIX/LINUX System administration, including such tasks as in-depth installation, configuration, administration and tuning enterprise class servers, and HP VMware virtualization.
56. **Selective Certification for Positions Requiring VM Ware Engineering (Wintel) Experience (744):** At least five (5) years of satisfactory, full-time experience in Converged Network Architectures, 10 GB, NFS and/or Cisco Nexus (1k,2k,5k,7k).
57. **Selective Certification for Positions Requiring Voice over IP (VoIP) Operations Experience (743):** At least two (2) years of satisfactory, full-time experience installing, configuring, and supporting CISCO Voice over IP (VoIP) telephone systems.
58. **Selective Certification for Positions Requiring Web Content Management Systems Administration Experience (WCS):** At least two (2) years of satisfactory, full-time experience in the installation, configuration, implementation, maintenance and enhancement of Web-Content Management Systems. Examples include, but are not limited to: Apache Web Server, Microsoft IIS, Tomcat, JBOSS, WebLogic, WebSphere, IBM MQ, iWay, FileNet, Documentum, TeamSite, Portal, and Siebel.
59. **Selective Certification for Positions Requiring Web Content Management Systems Experience (783):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of Web-Content Management Systems. Examples include, but are not limited to: Apache Web Server, Microsoft IIS, Tomcat, JBOSS, WebLogic, WebSphere, IBM MQ, iWay, FileNet, Documentum, TeamSite, Portal, Siebel.
60. **Selective Certification for Positions Requiring Web Data Operations Experience (WDO):** At least two (2) years of satisfactory, full-time experience providing technical support for the day-to-day operations of a data sharing tool or portal with tasks including, but not limited to: working with business owners to understand and document data requirements; coordinating data delivery among external groups; design, development, maintenance and/or support of databases or data integration software/tools (e.g. Informatica, MS SSIS, FME); reading and responding to public user feedback; writing, editing, and approving content to be published; and performing data analysis.
61. **Selective Certification for Positions Requiring Web Infrastructure Systems Experience (785):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of Enterprise Integration Bus and its related platforms. Examples include, but are not limited to: IBM WebSphere Broker, IBM MQ, IBM DataPower, WebLogic, iWay, Oracle BPM.
62. **Selective Certification for Positions Requiring Windows Desktop Support Experience (WSL):** At least two (2) years of satisfactory, full-time experience providing technical support and maintenance of hardware, applications, operating systems and computer imaging in a Microsoft Windows environment. Examples include, but are not limited to: Microsoft Office Suite, Microsoft Operating Systems, browser-based applications (Siebel, .NET Framework, Java), Adobe Suite, McAfee, Active Directory, Microsoft Deployment Tool Kit, SCCM and BladeLogic Client Management.
63. **Selective Certification for Positions Requiring Wireless Broadband Network Experience (802):** At least two (2) years of satisfactory, full-time experience in providing technical support and maintenance of large scale wired and wireless networks. Experience should include, but is not limited to: Microsoft Windows/Office, networking (LAN/WAN), security, desktop support, Wi-Fi standards, commercial wireless technologies (mobile data), Wireshark, Linux, Cisco hardware/IOS, TCP/IP, and Remedy.
64. **Selective Certification for Positions Requiring Information Technology Systems Experience in a Public Health or Health Services Setting (39G):** At least two (2) years of satisfactory, full-time experience operating, monitoring, troubleshooting and/or developing information technology and/or electronic records systems for a laboratory, hospital, community health center, private medical practice, patient care facility, or in a public health, environmental health, or mental hygiene program.
65. **Selective Certification for Positions Requiring a Certified Information Systems Security Professional (CISSP) Certification (413):** A valid Certified Information Systems Security Professional (CISSP) certification from the International Information System Security Certification Consortium, Inc. (ISC).
66. **Selective Certification for Positions Requiring a Certified Information Systems Auditor (CISA) Certification (401):** A valid Certified Information Systems Auditor (CISA) certification from the ISACA professional association.
67. **Selective Certification for Positions Requiring a Certified Ethical Hacker (CEH) Certification (175):** A valid Certified Ethical Hacker (CEH) certification from the EC-Council, Global Information Assurance Certification (GIAC), or Offensive Security.
68. **Selective Certification for Positions Requiring a Cisco Certified Technician (CCT) Certification (15T):** A valid Cisco Certified Technician (CCT) certification from Cisco or a Cisco-certified training partner.

69. **Selective Certification for Positions Requiring a Cisco Certified Network Associate (CCNA) Certification (15C):** A valid Cisco Certified Network Associate (CCNA) certification from Cisco or a Cisco-certified training partner.
70. **Selective Certification for Positions Requiring a Microsoft 365 Certified: Modern Desktop Administrator Associate (45S):** A valid Microsoft 365 Certified: Modern Desktop Administrator Associate certification from Microsoft or a Microsoft-certified training partner.

The above Selective Certification requirements may be met at anytime 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, check "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 Notifications. 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 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.

The City of New York is an Equal Opportunity Employer.
Title Code No. 13611; Computer Technical Support Occupational Group.

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