



ERIC L. ADAMS
Mayor

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

DAWN M. PINNOCK
Commissioner

NOTICE OF EXAMINATION

ASSOCIATE HUMAN RIGHTS SPECIALIST
Exam No. 2064
AMENDED NOTICE - September 7, 2022

WHEN TO APPLY: From: June 8, 2022

APPLICATION FEE: \$68.00

To: June 28, 2022

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.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, December 29, 2022.**

The Notice of Examination is amended to change the first date that multiple-choice testing is expected to begin on from Monday, September 19, 2022 to Thursday, December 29, 2022 and add Selective Certifications in the Additional Information section.

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

WHAT THE JOB INVOLVES:

Under varying levels of direction, Associate Human Rights Specialists perform professional supervisory work for the Commission on Human Rights. They supervise staff within a unit or division engaged in public education, community and intergroup relations, and enforcement of human rights laws. They may supervise staff or a unit or office engaged in activities to promote community stabilization, or serve as an assistant to a division director in the central office of the Commission. They may be assigned to perform complex and sensitive work for legal staff in the law enforcement bureau. All Associate Human Rights Specialists 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 \$58,449 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 will 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 June 30, 2022 or experience which you obtain after the end of the Application Period (June 28, 2022).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. A baccalaureate degree from an accredited college or university and three years of full-time satisfactory professional experience in one or more of the following fields: intergroup relations*, equal opportunity, human rights, community relations, labor or industrial relations, law, social service, education, housing, research, investigation, personnel administration or public relations, which included report writing as an integral part of the duties. At least two years of this experience must have been in intergroup relations*, equal opportunity, or human rights, which included report writing as an integral part of the duties; **or**
2. A four-year high school diploma or its educational equivalent and seven years of full-time satisfactory professional experience as described in "1" above; **or**
3. Education and/or experience equivalent to "1" or "2" above. However, all candidates must have a four year high school diploma or its educational equivalent, and all candidates must have at least two years of full-time professional experience in intergroup relations*, equal opportunity, or human rights, which included report writing as an integral part of the duties.

* - "Intergroup relations" is defined as experience in which the employee's major responsibility is to facilitate communication and cooperation, and to mediate tensions between different groups.

The education requirement must be met by June 30, 2022. The experience requirement must be met by the last day of the Application Period (June 28, 2022).

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

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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.

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 x 12 = 7.2 months.

You have until midnight Eastern time on the last day of the Application Period (June 28, 2022) 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 (June 28, 2022), your examination will be considered incomplete, 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, 2022 or experience which you obtain after the end of the Application Period (June 28, 2022).

Residency: Under 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.

Vaccination Requirement:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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 may come to the DCAS Computer-based Testing & Applications Centers to apply for this examination online. However, you must schedule a customer service appointment prior to your visit. Due to the COVID-19 pandemic, DCAS no longer permits walk-ins at DCAS sites.

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 Saturday, June 18, 2022, and Monday, June 20, 2022.

To schedule a customer service appointment through OASys for an exam-related or eligible list-related inquiry, find **Exam #1889**, click **Apply**, and follow the instructions provided to reserve your appointment location, date, and time.

You must complete the entire application by midnight, Eastern Time, of 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 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 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 (June 28, 2022) 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 (June 28, 2022), your examination will be considered incomplete, 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 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 a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last day of the Application Period (June 28, 2022).

THE TEST:

The multiple-choice test will be given at a computer terminal. 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 **Associate Human Rights Specialist**.

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

Teamwork is the ability to develop mutual trust and cooperation while working together toward the accomplishment of a common goal or outcome. Example: An Associate Human Rights Specialist may use this ability when working with individuals within their work unit or external community members.

Integrity is the ability to act in an honest and ethical manner. Example: An Associate Human Rights Specialist may use this ability when representing the Commission on Human Rights in a public setting.

Concern for Others is the ability to act in a manner sensitive to others' needs and feelings while being understanding and helpful on the job. Example: An Associate Human Rights Specialist may use this ability when providing technical assistance for community members, groups, and organizations.

Dependability is the ability to fulfill obligations and act in a reliable, responsible, and dependable manner. Example: An Associate Human Rights Specialist may use this ability when planning and attending events with other individuals.

Planning and Organizing is the ability to establish a method of execution to accomplish a specific goal over an extended period. Example: An Associate Human Rights Specialist may use this ability when constructing and coordinating events on behalf of the agency.

Persistence is the ability to modify goals if and when appropriate until the desired outcome is achieved instead of giving up. Example: An Associate Human Rights Specialist may use this ability when maintaining connections with and providing support to community partners.

Judgement & Decision-Making is the ability to review information to develop and evaluate the relative costs and benefits of potential solutions to problems and choose the most appropriate one. Example: An Associate Human Rights Specialist may use this ability when coordinating events with community members, groups, and organizations.

Conflict Resolution is the ability to negotiate with others to resolve grievances or conflicts and handle complaints by developing a constructive solution. Example: An Associate Human Rights Specialist may use this ability when collaborating with other community relations bureau titles within the Commission on Human Rights.

Updating & Using Relevant Knowledge is the ability to keep up-to-date technically and apply new knowledge to the job. Example: An Associate Human Rights Specialist may use this ability when staying informed with current information regarding human rights law.

Analytical Thinking is the ability to analyze information and use logic to address specific work-related issues and problems. Example: An Associate Human Rights Specialist may use this ability when providing technical assistance to community members, groups, and organizations while attending events regarding concerns of human rights law.

Written Comprehension is the ability to understand the information and ideas presented in written sentences and paragraphs in work-related documents. Example: An Associate Human Rights Specialist may use this ability when managing and responding to email correspondence.

Written Expression is the ability to appropriately communicate information and ideas in written words and sentences so the intended audience will understand. Example: An Associate Human Rights Specialist may use this ability when documenting and archiving information regarding events that have been or will be hosted by the Commission on Human Rights.

Management of Personnel Resources is the ability to motivate, develop and direct people as they work, identify the best people for the job; manage employees needed to accomplish tasks. Example: An Associate Human Rights Specialist may use this ability when coordinating events with other stakeholders both within and outside of the Commission on Human Rights.

Management of Material Resources is the ability to obtain and see to the appropriate use of equipment facilities and materials needed to do certain work. Example: An Associate Human Rights Specialist may use this ability when attending to administrative duties within their designated workspace.

Monitoring is the ability to oversee the quality of performance of oneself, other individuals, or organizations to make improvements or take corrective action. Example: An Associate Human Rights Specialist may use this ability when reinforcing partnerships with community members, groups, and organizations on behalf of the Commission on Human Rights.

Coaching & Mentoring is the ability to identify the developmental needs of others and coach, mentor, or otherwise help others to improve their knowledge or skills. Example: An Associate Human Rights Specialist may use this ability when providing feedback to other individuals employed by the Commission on Human Rights.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. You can print or display your Admission Notice on your phone or personal device to gain entry to the test site. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: After gaining entry to the test site, you are not permitted to enter the testing area with electronic devices. Electronic devices include, but are 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 and electronic devices with an alphabetic keyboard or with word processing or data recording abilities such as planners, organizers, etc. are not permitted. 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 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) 500-7190, 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, and/or new telephone number.

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 multiple-choice test and meet the minimum requirements, 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 email 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.

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 by mail at 1 Centre Street, 14th Floor, New York, NY 10007, or by email at testingaccommodations@dcas.nyc.gov as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certifications:

If you have the experience and/or certification(s) listed in one or more of the areas below, you may be considered for appointment to positions requiring this experience and/or certification through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience and/or certification. If you wish to apply for Selective Certification, follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience and/or certification(s) will be checked by the appointing agency at the time of appointment.

Municipal Government Experience (MGE): 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.

Licensed Master Social Worker (LMS): Possess a valid New York State Registration as a Licensed Master's in Social Work.

Microsoft Excel (EXL): At least one (1) year of satisfactory, full-time experience using Microsoft Excel, including advanced knowledge of functions including but not limited to IF statements, advanced filters, and report generation.

Microsoft Dynamics (474): At least one (1) year of satisfactory, full-time experience using Microsoft Dynamics, including advanced knowledge of functions including but not limited to report generation.

Community Engagement Experience (CEG): At least one (1) year of satisfactory, full-time municipal government experience providing subject-matter and specialized expertise in building and maintaining relationships with leaders in New York City in one or more of the following communities: (1) Youth; (2) Orthodox, Haredi Jewish; (3) Native, Indigenous, First Nations; (4) Muslim, Arab, South Asian; (5) Re-entry, formerly incarcerated; (6) West African diaspora; (7) LGBTQI+; (8) Source of Income Discrimination in Housing; (9) East and South East Asian; (10) Transgender and gender non-confirming communities; and (11) Faith and inter-faith communities.

Certificate in Human Rights Law Overview (SER): Possess a New York City Human Rights Law Certificate.

Certificate in Bystander Intervention "Train the Trainers" Training (CBI): Possess a Certificate in Bystander Intervention Training from the Commission on Human Rights.

Certificate in Talking Circles and other Restorative Practices "Train the Trainers" Training (TCT): Possess a Certificate in Talking Circles and other Restorative Practices "Train the Trainers" from the Commission on Human Rights.

Certificate in Lenape Center's Living Land Acknowledgment Workshop (LLW): Possess a Certificate in Lenape Center's Living Land Acknowledgment Workshop from the Commission on Human Rights.

Certificate in Human Rights Law and Protections Against Discrimination Based on Race and Color (HRL): Possess a Certificate in Human Rights Law and Protections Against Discrimination Based on Race and Color from the Commission on Human Rights.

Certificate in Understanding Muslim Experiences and Combating Anti-Muslim Bias (UME): Possess a Certificate in Understanding Muslim Experiences and Combating Anti-Muslim Bias from the Commission on Human Rights.

Certificate in We Speak: Young Women Rising (YWR): Possess a Certificate in We Speak: Young Women Rising from the Commission on Human Rights.

Certificate in Peer (Youth) Mediation (PYM): Possess a Certificate in Peer (Youth) Mediation from the Commission on Human Rights.

Certificate in Understanding Jewish Experiences and Antisemitism (UJE): Possess a Certificate in Understanding Jewish Experiences and Antisemitism from the Commission on Human Rights.

Certificate in Human Rights Law and Protections for Domestic Workers in Employment (DWE): Possess a Certificate in Human Rights Law and Protections for Domestic Workers in Employment from the Commission on Human Rights.

Certificate in Human Rights Law and Protections in Employment: The Fair Chance Act and Credit History Discrimination (PIE): Possess a Certificate in Human Rights Law and Protections in Employment: The Fair Chance Act and Credit History Discrimination from the Commission on Human Rights.

Certificate in Human Rights Law and Discrimination in Housing (DIH): Possess a Certificate in Human Rights Law and Discrimination in Housing from the Commission on Human Rights.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Eton (TON), Pidgin (PIG), Hakka (HAK), Chinese (Cantonese) (CAN), Chinese (Mandarin) (MAN), French (FRE), Arabic (ARA), Spanish (SPA), Yiddish (YID), Bengali (BEN), Hindi (HIN), Urdu (URD), and/or you know American Sign Language (ASL), you may be considered for appointment to positions requiring this ability. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification.

Promotion Test: A promotion examination for this title is being held for eligible employees. The names appearing on the promotion list will be considered first in filling vacancies.

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" folder 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 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. 55038; The Human Relations Service.

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